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FINAL SAMPLING AND ANALYSIS PLAN FENCELINE SURVEY SAMPLING AND
REPLACEMENT IR SITES 12 AND 13 TANKS FARMS 4 AND 5 NS NEWPORT RI
08/01/2014
TETRA TECH

Sampling and Analysis Plan

Fenceline Survey, Sampling & Replacement

IR Sites 12 & 13 – Tanks Farms 4 & 5

**Naval Station Newport
Portsmouth/Middletown, Rhode Island**



**Naval Facilities Engineering Command
Mid-Atlantic**

**Contract Number N40085-12-D-1717
Work Assignment Number 006**

August 2014

Project-Specific Sampling and Analysis Plan

Site Name: Tank Farms 4 & 5

Project Name: Naval Station Newport

Site Location: Middletown, Rhode Island

Title: Fenceline Survey, Sampling & Replacement

Document Number: W5214901F

Revision Number: 0

Date: August 2014

Title and Approval Page

[\(UFP-QAPP Manual Section 2.1\)](#)

**DRAFT
SAMPLING AND ANALYSIS PLAN
(Field Sampling Plan and Quality Assurance Project Plan)
May 2014**

**Fenceline Survey, Sampling & Replacement
IR Sites 12 & 13 – Tank Farms 4 & 5
Naval Station Newport
Middletown & Portsmouth, Rhode Island**

**Prepared for:
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**Prepared under:
Contract Number N40085-12-D-1717
Work Assignment Number 006**

Project-Specific Sampling and Analysis Plan
Site Name: Tank Farms 4 & 5
Project Name: Naval Station Newport
Site Location: Middletown, Rhode Island

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SAP Worksheet #1 (UFP-QAPP Manual Section 2.1) -- Approval Page

Document Title: Sampling and Analysis Plan, Fenceline Survey, Sampling & Replacement, IR Sites 12 & 13 – Tank Farms 4 & 5, Naval Station Newport, Portsmouth & Middletown, Rhode Island, November 2013


Lead Organization: Naval Facilities Engineering Command (NAVFAC) Mid-Atlantic

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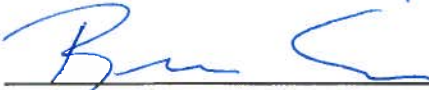
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Lead Organization QA Officer:

Signature/Date
Quality Assurance Officer/Government Chemist

Project-Specific Sampling and Analysis Plan

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EXECUTIVE SUMMARY

Tetra Tech, Inc. (Tetra Tech) has prepared this Sampling and Analysis Plan (SAP) to direct sampling activities for soil at Sites 12 and 13, Tank Farm 4 and 5, located at the Naval Station Newport (NAVSTA Newport), Rhode Island. The objective of the proposed activities is to provide the additional soil quality data to identify and delineate lead contamination in soils along the Tank Farms 4 and 5 perimeter fencelines. This SAP was prepared in accordance with the Intergovernmental Data Quality Task Force (IDQTF) Uniform Federal Policy (UFP) for Quality Assurance Project Plans (QAPP), (IDQTF, 2005).

During the Site Investigation (SI) performed for NAVSTA Newport Tank Farms 4 and 5 in 2004, (United States) Environmental Protection Agency (EPA) and Rhode Island Department of Environmental Management (RIDEM) expressed concern that contamination resulting from the application of waste oil as a herbicide could be present along the perimeter fence. As a result of this concern, and in accordance with the SI workplan, five soil samples were collected at each site along a 600-ft (approximately) section of the perimeter fence in areas that were "easily accessible areas adjacent" to the fence. The samples were collected approximately 150-ft apart, and although no sampling depth information is contained in the SI report, it is suspected that the samples were collected directly under the fence, where any treatments herbicide would have been applied and accumulated. The samples were analyzed for total petroleum hydrocarbons (TPH), Polychlorinated Biphenyl (PCBs), lead, and Semi-volatile Organic Compound (SVOCs). Lead was the only contaminant detected in these samples to exceed regulatory criteria.

To allow the Feasibility Study (FSs) to proceed and to achieve Record of Decision (RODs) in a timely manner and address the lead in soils previously detected during the SI, the Navy agreed to conduct a maintenance action to further evaluate and then replace/repair the fence to restrict access and correct potential safety

issues associated with the current condition of the fence. This action will include the following efforts:

1. Survey the condition and functionality of existing perimeter fence at Tank Farms 4 and 5 to identify sections of fence requiring repair or replacement. Conduct limited brush removal as needed for this inspection.
2. Conduct sampling of soils along the existing perimeter fence at Tank Farms 4 and 5 in a phased approach.
3. Conduct laboratory analysis in a phased approach, comparing analytical results to RIDEM Direct Exposure Criteria (DECs) for lead.
4. Summarize sampling results in a Data Summary Report.
5. Replace damaged or missing sections of the perimeter fence.

Project-Specific Sampling and Analysis Plan

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REFERENCES**APPENDICES**

- A Standard Operating Procedures
- B Field Documentation Forms
- C Analytical Laboratory Certifications

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ACRONYMS AND ABBREVIATIONS

°C	Celsius
°F	Fahrenheit
A-N	alpha-numeric
bgs	below ground surface
BSW	bottom sediment and water
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CFR	Code of Federal Regulations
CLEAN	Comprehensive Long-Term Environmental Action Navy
COC	Contaminant of Concern
CSM	Conceptual Site Model
CTO	Contract Task Order
DEC	Direct Exposure Criteria
DL	Detection Limit
DQO	Data Quality Objective
EPA	(United States) Environmental Protection Agency
FOL	Field Operations Leader
FS	Feasibility Study
HASP	Health and Safety Plan
HAZWOPER	Hazardous Waste Operations and Emergency Response
ICP/MS	Inductively Coupled Plasma/Mass Spectrometry
IDW	Investigation-derived waste
IDQTF	Intergovernmental Data Quality Task Force
IR	Installation Restoration
LCS	Laboratory Control Sample
LOD	Limit of Detection
LOQ	Limit of Quantification
mlw	mean low water
MPC	Measurement Performance Criteria
MS/MSD	Matrix Spike/Matrix Spike Duplicate
NAVD	North American Vertical Datum
NAVFAC	Naval Facilities Engineering Command
NAVSTA	Naval Station
NETC	Naval Education and Training Center
OSHA	Occupational Safety and Health Administration
OWS	oil-water separator
oz	ounce
PAH	Polycyclic aromatic hydrocarbon
PAL	Project Action Level
PCB	Polychlorinated Biphenyl
PM	Project Manager
PPE	Personal Protective Equipment
PQO	Project Quality Objective
QA	Quality Assurance
QAM	Quality Assurance Manager
QAO	Quality Assurance Officer
QAPP	Quality Assurance Project Plan
QC	Quality Control
QSM	Quality Systems Manual
RI	Remedial Investigation
RIDEM	Rhode Island Department of Environmental Management
ROD	Record of Decision

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RPD	Relative Percent Difference
RPM	Remedial Project Manager
SAP	Sampling and Analysis Plan
SI	Site Investigation
SOP	Standard Operating Procedure
SSO	Site Safety Officer
SVOC	Semi-volatile Organic Compound
TBD	To be determined
Tetra Tech	Tetra Tech, Inc.
TPH	Total petroleum hydrocarbons
UFP	Uniform Federal Policy
UST	Underground storage tank
VOC	Volatile Organic Compound

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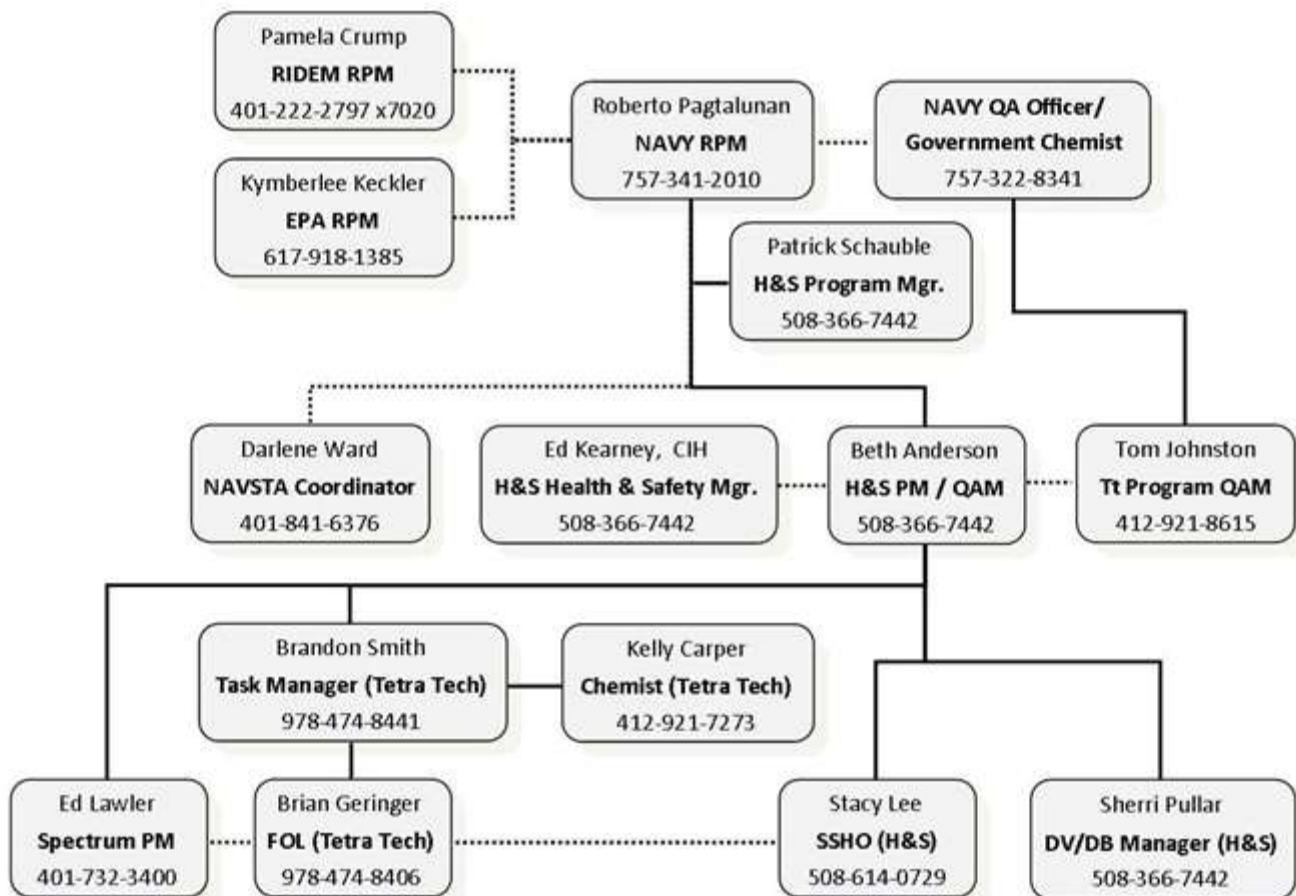
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1.0 Project Organizational Chart

[\(UFP-QAPP Manual Section 2.4.1 – Worksheet #5\)](#)

Lines of Authority _____

Lines of Communication



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2.0 Communication Pathways[\(UFP-QAPP Manual Section 2.4.2 – Worksheet #6\)](#)

The communication pathways for the Sampling and Analysis Plan (SAP) are described below.

Communication Drivers	Responsible Affiliation	Name	Phone Number and/or e-mail	Procedure
Issues in the field that result in changes in scope of field work or SAP Amendments	Tetra Tech FOL Tetra Tech PM H&S Env. PM Navy RPM	Brian Geringer Brandon Smith Beth Anderson Roberto Pagtalunan	978-474-8406 978-474-8441 508-366-7442 757-341-2010	Tetra Tech FOL informs Tetra Tech PM verbally within same day; Tetra Tech PM then informs H&S PM who informs Navy RPM via e-mail within 24 hours; H&S PM sends a concurrence letter to Navy RPM, if warranted, within 7 calendar days and Navy RPM signs the letter within 5 business days of receipt. Scope change is to be implemented before work is executed. Tetra Tech FOL documents the change on a FTMR form (within 2 business days) or SAP amendment (within timeframe agreed to by project team).
Mobilization	Tetra Tech PM H&S Env. PM	Brandon Smith Beth Anderson	978-474-8441 508-366-7442	PM notifies Naval Facilities Engineering Command (NAVFAC) RPM and Naval Station (NAVSTA) Installation Restoration (IR) PM (Deb Moore), via e-mail or phone, of planned sampling event 2 weeks prior to mobilizing to the site.
Need to arrange utility clearance and dig permits	Tetra Tech FOL	Brian Geringer	978-474-8406	FOL pre-marks drilling locations and contacts DigSafe (1-888-DIG-SAFE) at least 72 hours prior to drilling/soil boring operations. FOL also coordinates with NAVSTA's Public Works Department prior to drilling/soil boring activities to review available NAVSTA utility drawings and to submit a utility clearance request.
Changes in schedule	Tetra Tech FOL Tetra Tech PM H&S Env. PM Navy RPM	Brian Geringer Brandon Smith Beth Anderson Roberto Pagtalunan	978-474-8406 978-474-8441 508-366-7442 757-341-2010	Tetra Tech FOL informs Tetra Tech PM verbally within same day; Tetra Tech PM informs H&S PM who in turn informs Navy RPM via e-mail within 24 hours and prepares schedule concurrence letter within 7 calendar days, if deemed necessary by the Navy RPM and H&S PM.

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Communication Drivers	Responsible Affiliation	Name	Phone Number and/or e-mail	Procedure
Analytical data quality issues	Laboratory PM's Tetra Tech Project Chemist Tetra Tech PM H&S PM Navy RPM	Ed Lawler Kelly Carper Brandon Smith Beth Anderson Roberto Pagtalunan	401-732-3400 412-921-7273 978-474-8441 508-366-7442 757-341-2010	The Laboratory PM will notify (verbally or via e-mail) the H&S PM within one business day of when an issue related to laboratory data is discovered. The H&S PM will notify (verbally or via e-mail) the data validation staff and the Tetra Tech PM within one business day. H&S PM notifies Tetra Tech PM verbally or via e-mail within 48 hrs of validation completion that a non-routine and significant laboratory quality deficiency has been detected that could affect this project and/or other projects. The Tetra Tech PM informs the H&S PM verbally who then advises the NAVFAC RPM within 24 hours of notification from the Project Chemist. The NAVFAC RPM takes corrective action that is appropriate for the identified deficiency. Examples of significant laboratory deficiencies include data reported that has a corresponding failed tune or initial calibration verification. Corrective actions may include a consult with the NAVFAC Navy Chemist.
Recommendations to stop work and initiate work upon corrective action	Tetra Tech FOL Tetra Tech PM H&S PM Tetra Tech QAM H&S SSHO Navy RPM	Brian Geringer Brandon Smith Beth Anderson Tom Johnston Stacy Lee Roberto Pagtalunan	978-474-8406 978-474-8441 508-366-7442 412-921-8615 508-614-0729 757-341-2010	Responsible party verbally informs the H&S and Tetra Tech PM, Tetra Tech FOL, and subcontractors within 1 hour on recommendation to stop work and within 24 hours of recommendation to restart work. Responsible party follows verbal notification with an e-mail to the Project Team within 24 hours.

FOL = Field Operations Leader

PM = Project Manager

QAM = Quality Assurance Manager

QAO = Quality Assurance Officer

RPM = Remedial Project Manager

SSO = Site Safety Officer

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3.0 Project Planning Session Participants Sheet

[\(UFP-QAPP Manual Section 2.5.1 – Worksheet #9\)](#)

Project Name: Projected Date(s) of Sampling: Project Manager: Date of Session: Scoping Session Purpose:	Fenceline Survey, Sampling, & Replacement May 2014 Brandon Smith (Tetra Tech) Elizabeth Anderson (H&S Environmental) March 6, 2014 Data Quality Objective (DQO) Discussion		Site Name: Site Location:	Sites 12 & 13 (Tank Farms 4 & 5) NAVSTA Newport, Middletown, Rhode Island	
Name	Title	Affiliation	Phone #	E-mail Address	Project Role
Patrick Schauble	Program Manager	H&S Environmental	(484) 880-1896	pschauble@hsenv.com	Prog. Man.
Elizabeth Anderson	Project Manager	H&S Environmental	(508) 366-7442	eanderson@hsenv.com	PM
Brandon Smith	Project Manager	Tetra Tech	(978) 474-8441	brandon.smith@tetrattech.com	PM
Stephen Parker	Senior Project Manager	Tetra Tech	(978) 474-8434	stephen.parker@tetrattech.com	Base Coordinator
Brian Geringer	Project Geologist	Tetra Tech	(978) 474-8406	brian.geringer@tetrattech.com	FOL
Roberto Pagtalunan	RPM	NAVFAC	(757) 341-2010	roberto.pagtalunan@navy.mil	Navy RPM
Kenneth Bowers	Chemist	NAVFAC	(757) 322-8341	kenneth.a.bowers@navy.mil	Chemist
Timothy Reisch	Senior Remedial Engineer	NAVFAC	(757) 322-4758	timothy.reisch@navy.mil	Sen. Engr.

Comments/Decisions:

- The Navy and Tetra Tech held the meeting to develop DQOs for this SAP. Related discussions and agreements that pertained to the soil investigation are summarized below.

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- During the Site Investigation (SI) performed for NAVSTA Newport Tank Farms 4 and 5 in 2004, EPA and RIDEM expressed concern that contamination resulting from the application of waste oil as a herbicide could be present along the perimeter fence. As a result of this concern, and in accordance with the SI workplan, five soil samples were collected at each site along a 600-ft (approximately) section of the perimeter fence in areas that were “easily accessible areas adjacent” to the fence. The samples were collected approximately 150-ft apart, and although no sampling depth information is contained in the SI report, it is suspected that the samples were collected directly under the fence, where any treatments herbicide would have been applied and accumulated. The samples were analyzed for total petroleum hydrocarbons (TPH), PCBs, lead, and SVOCs. Lead was the only contaminant detected in these samples to exceed regulatory criteria.
- To allow the FSs to proceed and to achieve RODs in a timely manner and address the lead in soils previously detected during the SI, the Navy agreed to conduct a maintenance action to further evaluate and then replace/repair the fence to restrict access and correct potential safety issues associated with the current condition of the fence. A discussion of the sampling design and whether field screening would be appropriate for making potential remediation decisions and also would it provide enough data to establish a statistical correlation between laboratory and field screening results occurred.

Consensus Decisions:

- In order to adequately delineate the extent of lead contamination in soil, the team decided to submit all of the 0 to 1 foot soil samples collected from within the interior of the fenceline for laboratory analysis and to hold the 1 to 2 feet below ground surface (bgs) depth intervals pending laboratory results. No XRF field screening will be conducted during the soil investigation.

4.0 Conceptual Site Model

(UFP-QAPP Manual Section 2.5.2 – Worksheet #10)

Details of the overall Site 12 and Site 13 Conceptual Site Models (CSMs) are presented below for information.

4.1 SITE LOCATION AND BACKGROUND

NAVSTA Newport is located in the Towns of Newport, Middletown, and Portsmouth, Rhode Island, approximately 25 miles southeast of Providence. Tank Farms 4 and 5 are situated at the northern and central portions of Naval Education and Training Center (NETC)-Newport, in Portsmouth and Middletown, respectively (Figure 1). Tank Farm 4 is located approximately 1.4 miles north of Tank Farm 5, Figure 1 indicate that the farms are located approximately 500 to 1,000 feet east of Narragansett Bay.

4.1.1 Tank Farm 4

Tank Farm 4 is bordered by the Defense Highway to the west; Norman's Brook to the south; residential property to the east; and undeveloped woodlands to the north/northeast (see Site Map, Figure 2). Norman's Brook flows east to west, and discharges to the east passage of Narragansett Bay.

Tank Farm 4 occupies approximately 80 acres and was occupied by 12 former underground storage tanks (USTs), numbered 37 through 48, which were demolished in place. These tanks reportedly each had a capacity of up to 2.5 million gallons and were used to store virgin heavy fuel oil (No. 6 bunker oil).

Tank Farm 4 is accessed from Defense Highway. Access is unrestricted; a locked vehicle gate obstructs the access road, but no perimeter fencing is present on the west side of the site. Government fencing is still present on the east, north and south boundaries of the site. The remnants of an access and loop road are still in place as a gravel and partially paved roadway. Gravel roadways are also present that provide access to the former locations of oil water separator and other structures.

Ground elevations across Tank Farm 4 range between 46 feet and 111 feet above mean low water (mlw). Topography gradually slopes to the west/southwest, toward Narragansett Bay. The central portion of the site is vegetated with tall grass, dense brush, and trees. Brush and trees have been periodically cleared from some areas to allow remedial and investigation work to be conducted; however, vegetation returns quickly to areas that are not regularly cut. There are monuments placed at the approximate former centers of most of the tanks.

4.1.2 Tank Farm 5

Tank Farm 5 is similarly bordered by the Defense Highway to the west, a cemetery to the south, woodlands and residential property to the east, and Greene's Lane to the north (see Site map, Figure 3). Gome's Brook transects the northern portion of the tank farm. The Brook flows westerly, to Narragansett Bay, and provides surface drainage for the northern portion of the facility and of the residential areas to the east.

Tank Farm 5 occupies approximately 75 to 85 acres and contains 11 former USTs, numbered 49 through 59, which were demolished in place.

Access to Tank Farm 5 is unrestricted and is gained via Defense Highway. A paved road leads into the farm, passing between the tanks in a loop. Fencing is present on the east, north and south portions of the site. A partial fence is present on the west side of the site, but access to the fire training area also allows access through the west boundary of the site. The area around Tank 53 currently has a secured perimeter fence.

Ground elevations at Tank Farm 5 range between 58 feet and 93 feet above mlw. Topography generally slopes to the west and north from a high point near former Tank No. 54 towards low areas at the north and east limits of the site. Vegetation, consisting of grass, dense brush, trees, and woodlands is found between the tanks and on the farm perimeter. Vegetation in the vicinity of the tanks has been periodically cleared for construction, but new growth is rapid if it is not mowed. There are monuments placed at the approximate former centers of most of the tanks.

Tank Farm 5 has also been used for the temporary storage of soil and construction materials from NAVSTA for several years. Tip-piles are evident across approximately 5 to 10 percent of the property. A new fire-fighting Training Area was constructed on the western portion of Tank Farm 5 in the late 1980s (Figure 3).

4.1.3 Site History

In 1941, the U.S. Navy began construction of five tank farms to store fuel oils and other petroleum products (TRC, 1993) to re-supply warships. Tank Farm 4 was used to store fuel oil from the mid 1940's until it was abandoned in the 1970s. From 1974 to 1978, three to four unidentified tanks were reportedly leased to Northeast Petroleum (Martin, 1995). The tanks were used to store No. 2 heating oil. The lease was eventually terminated because Northeast did not require the storage capacity. The company

reportedly cleaned the tanks and terminated the lease arrangement. Tank Farm 4 was not used for petroleum storage after this time.

The USTs at Tank Farm 5 were constructed between 1942 and 1943, and used for fuel storage from World War II to 1974. With the exception of Tank Nos. 53 and 56, the farm was abandoned by 1974. In 1975, the U.S. Navy used Tanks 53 and 56 for waste oil storage as part of an oil recovery and recycling program. Between 1975 and 1982, this oil was used as an alternate heating fuel (TRC, 1993). Soil and groundwater contamination was found in the vicinity of Tank 53 and was addressed through soil removal actions, a groundwater treatment system, and monitoring over the period of 1995 to 2005.

As a result of UST regulations enacted by the State of Rhode Island in 1993, the remaining tanks at Tank Farms 4 and 5 became subject to UST closure requirements. Between 1993 and 1996, the Navy conducted closure investigations. Between 1994 and 1997, the Navy permanently closed the remaining tanks in place; and between 1996 and 1998, the Navy prepared requisite regulatory documentation to support the tank closures.

4.2 GEOLOGY

The NETC site, including Tank Farms 4 and 5, is located in the southeastern portion of the Narragansett Basin. The basin is underlain by Pennsylvanian age non-marine sedimentary and metamorphic rocks, including the Rhode Island Formation. Bedrock at the site is reported to be weathered shale; phyllites were also observed at borehole refusals. Overburden materials consist of unconsolidated glacial sediments ranging from gravel to silt, as well as glacial till. Soil thickness at the tank farms is highly variable, and is estimated to be no more than 45 feet thick. Soil descriptions from Preliminary Closure Assessment investigations indicate extensive fill material in the vicinity of the tanks because of the widespread disturbance of native soils and bedrock during tank construction in the 1940s and then again during tank demolition in the mid 1990's.

4.3 NATURE AND EXTENT OF CONTAMINATION

During the SI performed for NAVSTA Newport Tank Farms 4 and 5, EPA and RIDEM expressed concern that contamination resulting from the application of waste oil as a herbicide could be present along the perimeter fence. As a result of this concern, and in accordance with the SI workplan, five soil samples were collected at each site along a 600-ft (approximately) section of the perimeter fence in areas that were "easily accessible areas adjacent" to the fence. The samples were collected approximately 150-ft apart, no sampling depth information for soil samples is contained in the SI report, or specified in the

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workplan. The soil samples in Tank Farm 4 were collected adjacent to the east fenceline, and in Tank Farm 5 adjacent to the south fenceline. The samples were analyzed for TPH, PCBs, lead, and SVOCs.

The SI Report for Tank Farm 4 stated that lead concentrations in the samples collected ranged from 259 ppm to 934 ppm. To determine if the source of lead was lead paint that had chipped off the fence, all parties agreed to collect samples of paint from the portions of the fence that were adjacent to the soil samples that contained the highest lead concentrations. Three paint samples were collected from the paint along the Tank Farm 4 fence and 1 paint sample was collected from the Tank Farm 5 fence. Lead concentrations from the paint samples collected from the Tank Farm 4 fence ranged from 135,000 ppm to 145,000 ppm.

The SI Report for Tank Farm 5 stated that two samples (TF5-Fence 2 and TF5 Fence 5) contained lead concentrations (168 ppm and 319 ppm, respectively) above the RIDEM criteria of 150 ppm.

5.0 Data Quality Objectives/Systematic Planning Process Statements [\(UFP-QAPP Manual Section 2.6.1 – Worksheet #11\)](#)

The primary data users of this investigation will be NAVFAC and its environmental contractor, Tetra Tech, in consultation with the other members of the Project Team, which includes NAVSTA Newport. The following text describes the development of the project quality objectives (PQOs) using EPA's DQO (Systematic Planning) process.

5.1 PROBLEM STATEMENT

To allow the FSs to proceed and to achieve RODs in a timely manner and to address the lead in soils previously detected during the SI, the Navy agreed to collect additional data to confirm presence of and delineate any potential lead contamination present adjacent to the fence at Tank Farms 4 and 5, and to conduct a maintenance action to further evaluate and then replace/repair the fence to restrict access to the sites.

5.2 IDENTIFY INPUTS NECESSARY TO RESOLVE THE PROBLEM

Data and information that will be required to resolve the problem statement identified in [Section 5.1](#) include site feature information, field measurements and observations, laboratory chemical data for making the determinations to resolve the problem statements. Field tasks to be performed to collect these data inputs are described in [Section 8](#), and include the following:

Site Feature Information

- Inspection of the condition and functionality of the existing perimeter fence at Tank Farm 4 and 5 to identify sections of the fence requiring repair or replacement, as described in [Section 8](#).

Field Measurements and Observations

- During soil boring activities, field observations are required to complete boring logs.

Soil COC Data:

- Soil chemical data are needed to confirm the presence of and delineate any potential lead contamination in in surficial soils along the fencelines in Tank Farms 4 and 5. Soil sampling methods and analytical methods are presented in [Section 8](#). Specific analyte lists are included in [Section 9](#).

5.3 STUDY BOUNDARIES

The study area geographical boundaries have been defined as the areas surrounding the exterior fencelines of Tank Farms 4 and 5. For the soil investigation, the primary populations of interest are depicted on [Figures 2 and 3](#). These populations are defined as follows:

- Samples collected from the inside of the fence (samples within the tank Farm [interior]), collected in two groups – the first representing surface soil (0-1 foot bgs) and the second representing subsurface soil (1-2 feet bgs). Samples collected from the outside of the fence (samples outside the tank farm [exterior]), collected in two groups – the first representing surface soil (0-1 foot bgs) and the second representing subsurface soil (1-2 feet bgs).

5.4 ANALYTIC APPROACH

The following decision rules will be used to govern data use for this project:

1. All interior surficial soil samples collected from 0 to 1 foot bgs will be submitted for laboratory analysis of total lead. If total lead concentrations exceed RDEC or I/C Direct Exposure Criteria (DEC), the corresponding sample from 1 to 2 feet bgs will be submitted for laboratory analysis.
2. If either the 0 to 1 foot or 1 to 2 foot bgs soil sample collected on the interior exceeds RDEC for lead, a sample will be collected on the exterior of the fence, as long as the location is within Navy property. The sample from the 0 to 1 foot bgs interval will be submitted for laboratory analysis.
3. If the exterior sample from 0 to 1 foot bgs exceeds the RDEC for lead, the corresponding sample from 1 to 2 feet bgs will be submitted for laboratory analysis.
4. If the exterior location adjacent to an interior exceedance of the RDEC for lead is located on private property, the Navy will first coordinate access agreements with the property owners prior to collection of exterior soil samples.
5. If soils exceed the I/C DEC for lead, those soils will be identified for further delineation prior to being addressed by excavation.
6. If soils exceed the RDEC for lead, but do not exceed the I/C DEC for lead, those soils will be identified for possible further delineation based on proximity to private property and public access.

5.5 PERFORMANCE CRITERIA

The sampling locations were selected based on the need to further delineated lead contamination (defined as concentrations of lead exceeding RIDEM I/C DEC and RIDEM R DEC) in surficial soil along the fenceline. The data collected under this SAP are anticipated to be sufficient to achieve these goals

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and support future decisions on quality of soil in regards to lead concentrations as determined by the RIDEM Division of Site Remediation (Site Remediation Regulations). Measured contaminant of concern (COC) concentrations will be compared directly to the RIDEM DEC for lead without adjustment. Data quality will be evaluated as part of the verification, validation, and data usability assessment processes described in detail in [Section 12](#).

5.6 SAMPLING DESIGN AND RATIONALE

The sampling design and rationale are described in [Section 7](#) along with details of the SAP. [Section 8](#) lists the samples to be collected.

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6.0 Field Quality Control Samples[\(UFP-QAPP Manual Section 2.6.2 – Worksheet #12\)](#)**Measurement Performance Criteria Table – Soil Field Quality Control Samples**

QC Sample ¹	Analytical Group ²	Frequency	Data Quality Indicators	Measurement Performance Criteria
Equipment Rinsate Blanks	COCs	1 per 20 field samples per type of non-dedicated sampling equipment, if any ³ .	Accuracy/ Bias/ Contamination	No target analytes $\geq \frac{1}{2}$ Limit of Qualification (LOQ) (or $> LOQ$ for common laboratory contaminants).
Field Duplicates	COCs	1 per 10 field samples collected.	Precision	Relative percent difference (RPD) $\leq 30\%$. If sample results are $< 2x$ LOQ, professional judgment is used.
Cooler Temperature Indicator	COCs	1 per cooler.	Representativeness	Temperature ≤ 6 Celsius ($^{\circ}C$).

Notes:

1. Laboratory Quality Control (QC) samples, including matrix spike/matrix spike duplicate (MS/MSD) samples, are addressed in [Section 11](#).2. The target COCs to be analyzed by the laboratory are listed in [Section 9](#).

3. Rinsate blanks will be collected only if non-dedicated equipment is used.

QC - Quality Control

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7.0 Sampling Design and Rationale[\(UFP-QAPP Manual Section 3.1.1 - Worksheet #17\)](#)

Sampling of soil from Sites 12 and 13 is needed to further delineate lead concentrations along the fencelines. The COCs identified in soil include lead, as shown in [Section 9](#). The descriptions below provide an overview of the sampling strategies and rationales.

7.1 SAMPLING DESIGN, LOCATIONS AND RATIONALE

The sampling design for this project is based on a need to further delineate lead concentrations in surficial soil along the fencelines of Tank Farms 4 and 5. As shown on [Figures 2 and 3](#), samples along the fenceline will be collected at approximate 150-ft intervals.

7.2 SAMPLING AND ANALYSIS PLAN

Locations	See Section 8 and Figures 2 and 3
Matrix	Soil
Analytical Group	Lead
Analytical Method/Standard Operating Procedure (SOPs)	See Section 10 .
Sampling Frequency	One event
Anticipated Sampling Date	August 2014
Sampling Method	See Section 8 and Section 10 .
# Field Samples (Section 8.3)	128 soil samples plus field QC (lead)
# Field QC Samples:	See Section 6 .

Each site worker will be required to have completed appropriate Hazardous Waste Operations and Emergency Response (HAZWOPER) training specified in Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.120(e). Project-specific safety requirements are addressed in greater detail in the site-specific Health and Safety Plan (HASp).

8.0 Field Project Implementation (Field Project Instructions)

This section provides project-specific content to be used by the field team as Field Project Instructions. Field program SOPs are presented in [Appendix A](#). Field documentation forms are presented in [Appendix B](#). The laboratory's certifications are presented in [Appendix C](#).

8.1 FIELD PROJECT TASKS

[\(UFP-QAPP Manual Section 2.8.1 – Worksheet #14\)](#)

The following project tasks are summarized below:

- Field Tasks
- Analytical Tasks
- Data Management and Review
- Project Report

8.1.1 Field Tasks

The project field tasks are summarized in this section.

Mobilization/Demobilization – Mobilization includes: procurement of field equipment and supplies; a site walkover; mobilization of field staff, equipment, and supplies to the site; and site set-up.

A field team orientation meeting will be held prior to the start of fieldwork in order to familiarize the personnel with the site's health and safety requirements, the objectives and scope of the field activities presented in this SAP, and the chain-of-command. This meeting will be attended by the field staff, FOL, the PM, and the SSO.

A site walkover will be conducted prior to mobilization. The field team will identify/mark sample locations and will identify related field support areas and requirements.

Demobilization includes removing field equipment and supplies from the site, returning rented equipment, managing investigation-derived waste (IDW), performing general site cleanup, organizing and finalizing field paperwork, and entering field records/data into the site database.

Utility Clearance – As described in [Section 2](#), the available NAVSTA Newport utility drawings will be reviewed, a DIGSAFE number will be obtained, and a Utility Clearance request will be submitted to the NAVSTA public works office, prior to mobilizing drilling equipment.

Surface Soil Sampling Along the Interior Fenceline of Tanks Farms 4 and 5 – Surface soil grab samples along the interior fenceline will be collected in accordance with [SOP SA-1.3 \(Appendix A\)](#) from a depth of 0 to 1 foot bgs and 1 to 2 feet bgs using a decontaminated stainless steel hand auger. Plant roots and other non-decomposed organic matter and rocks will be removed from the sampler prior to its collection. Surface soil samples will be collected from 0 to 1 and 1 to 2 feet bgs will be collected on the interior of the fenceline, 12-inches from the fence, at all the 37 locations in Tank Farm 4, shown on [Figure 2](#), and 27 sampling locations in Tank Farm 5, shown on [Figure 3](#).

All interior surface soil samples collected from 0 to 1 foot bgs will be submitted for fixed-based laboratory analysis for lead. The interior soil samples collected from 2 to 4 feet bgs will be held at the Tetra Tech Wilmington MA office under chain of custody, pending analytical results of the 0 to 1 foot bgs soil samples. Samples results will be compared to the RIDEM RDEC and I/C DEC for lead presented in [Worksheet 9](#) in order to help determine the extent of lead contamination.

After data is available from the surface soil samples on the inside of the fence, the decision rules 1-4 (Section 5.4) will be used to determine if any further samples held will require analysis.

Quality Control Tasks – [Section 6](#) presents the field sample summary. Field QC samples for soil sampling will be collected as part of the investigation and will include field duplicates and equipment rinsate blanks (for non-dedicated sampling equipment). Attempts will be made to collect field duplicate samples from locations estimated to have higher COC concentrations in order to provide sufficient concentrations to allow for good duplicate comparisons.

Decontamination – The decontamination procedures presented in [SOP SA-7.1](#) will be followed. Non-disposable equipment that comes in contact with the sample medium will be decontaminated to prevent cross-contamination between sampling points (e.g., stainless steel bowls, scoops). Personnel decontamination will be conducted in accordance with the project-specific HASP. Potable water will be used for steam-cleaning.

Investigation-Derived Waste – IDW includes decontamination fluid, used personal protective equipment (PPE), used sampling equipment, and excess soil samples. IDW will be managed in accordance with [SOP SA-7.1](#), as follows:

- Excess soil samples and decontamination rinse water will be collected and transferred for staging in 55-gallon drums or bulk containers. Separate drums will be used for solid and aqueous IDW. In accordance with NAVSTA requests, drums of IDW will be staged onsite in a shipping container, pending waste disposal. The drums of IDW will be sampled for characterization purposes,

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transported, and disposed by a licensed contractor at an off-site facility licensed to accept the waste. IDW characterization, transport, and disposal will be performed within 90 days after all IDW collection has been completed and properly containerized.

- Disposable PPE and disposable sampling equipment/materials will be disposed of as general refuse at the approved disposal location at NAVSTA.

8.1.2 Analytical Tasks

Chemical analysis of soil samples will be performed by a subcontracted fixed-base laboratory, Spectrum Analytical, Inc of North Kingstown, RI.

The laboratory will perform chemical analyses in accordance with the methods identified in [Section 10](#) and the requirements of the analytical specification for laboratory services, developed by Tetra Tech for this work.

8.1.3 Data Management and Review

Sample Designation and Tracking System – Each sample collected will be assigned a unique sample tracking number used to catalog the analytical results and other information about each sample. The sample tracking number will consist of alpha-numeric (A-N) characters identifying the site, sample medium, location, and depth or date. Any other pertinent information regarding sample identification will be recorded on the sample log sheets or in the field logbooks. The A-N coding to be used in the sample system is described below.

AAA	-	AA	-	AANNN	-	(NNNN or NNNNNN)
(Site ID)	-	(Medium)	-	(Location)	-	(Depth or Date)

Site identifier: Tank Farm 4 (TF4)

Tank Farm 5 (TF5)

Medium identifier: "SO" for soil samples

Sample location identifier: Each sample station will be assigned a soil boring identification as a unique location identifier.

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Depth/Date: For soil, this portion of the tracking number will represent the depth in feet bgs from which the sample was collected; e.g., for soil samples collected from 1 to 2 feet bgs, this portion of the sampling tracking number will be "0102".

For example: A soil sample collected from a depth of 0 to 1 foot bgs at location SB22 in Tank Farm 5 will be identified as: TF5-SO-SB22-0001.

Quality Control (QC) Samples – QC samples will use the same coding system used for the environmental samples. Field QC designations will conform to the following formats:

- Field Duplicates: Blind field duplicate samples will be designated such that the location designation will be replaced with "DUP", followed by a sequential value (the nth duplicate sample collected during that sampling event) and the date (MMDDYY). The sample log sheet will note which sample location the duplicate was collected from. For example, the first subsurface soil field duplicate sample collected on August 24, 2014 in Tank Farm 4 would be labeled TF4-SO-DUP01-082414 and the second field duplicate collected on August 28, 2014 would be TF4-SO-DUP02-082814.
- Rinsate Blanks: Rinsate blank sample identifiers will consist of the site, the medium, the label "-RB", a sequential value (the nth trip blank collected for that medium during that sampling event), and the date (MMDDYY). Example: TF4-SO-RB01-082414.
- Laboratory QC Samples: MS/MSD samples have no separate sample identifier codes, but are noted on the chain-of-custody record and sample log sheet.

Sample Collection Documentation – The FOL will maintain a project-specific field logbook to keep daily records of significant events, observations, and measurements during field activities. The field logbook also will be used to document all sampling activities. Logbook entries will be made with indelible ink to provide a permanent record and any errors found in the logbook will be verified, crossed-through with a single line, and initialed by the person discovering the error. Field logbooks will be maintained according to [SOP SA-6.3 \(Appendix A\)](#).

Field sample log sheets will be used to document sample collection details, while other observations and activities will be recorded in the field logbook. Field documentation forms are presented in [Appendix B](#).

Field Sample Handling and Chain-of-Custody Procedures – The custody of samples must be maintained and documented at all times to ensure the integrity of a sample from collection through analysis. An accurate written record is necessary to trace the possession and handling of the sample;

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this documentation is referred to as the "chain-of-custody" form. Chain-of-custody begins when samples are collected in the field, and is maintained by storing the samples in secure areas until custody can be passed on. All samples will be delivered to the laboratory accompanied by a chain-of-custody form that will describe the sample identifiers, the analytical parameters, and the persons who are responsible for the sample integrity.

Prior to sample collection, sample containers will be labeled with the sample location number, sampler's name, date of collection, sample preservation, and designated analytical fraction.

Following collection, samples will be placed on ice in a secure cooler and attended by Tetra Tech personnel, or placed in locked vehicles or designated storage areas, until analysis or shipment to an off-site laboratory. Chain-of-custody procedures are described in further detail in [SOP SA-6.3](#) (Field Documentation) and [SOP SA-6.1](#) (Non-Radiological Sample Handling) ([Appendix A](#)).

The samples will be shipped to the laboratories in coolers packed with ice and bubble wrap or equivalent packing material to cushion the samples to prevent breakage and to maintain the required temperature for the samples. A container filled with water and labeled "temperature blank" will be included in each shipping cooler. The temperature of this blank will be measured by the laboratory upon sample receipt to verify acceptable sample preservation temperature. The coolers will be taped and sealed with a signed custody seal to ensure the chain-of-custody is maintained. Samples will be shipped to the laboratory by an overnight courier to ensure that maximum sample holding times are not exceeded. The maximum allowable sample holding times for each analysis are presented in [Section 8.3](#), which also lists the sample containers, chemical preservatives, and temperature condition requirements to maintain the integrity of the sample.

Each sample collected will be assigned a unique sampling tracking number, as described above. The sample number, sample collection date and time, person collecting the sample, and a list of the sample analyses to be performed will be recorded on each container, and also on the chain-of-custody form. The chain-of-custody form is a two-part form: the original accompanies the samples to the analytical laboratory, and the copy will be archived in the project files. The following information will be recorded on the chain-of-custody form:

- Project name and number
- Sample matrix
- Sample collector's name
- Dates/times of sample collection
- Sample tracking numbers

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- Number and type of containers for each sample analysis
- Type of preservation
- QC sample designation
- Analysis method
- Any special handling instructions
- Destination of samples
- Name, date, time, and signature of each individual releasing/accepting the shipping container

The field crew will attempt to identify any potentially high concentration samples (based on the field screening results) on the chain-of-custody form.

Laboratory Custody Procedures – Chain-of-custody requirements are also documented with instructions contained in each shipment from the laboratory, per the laboratory's SOP. The laboratory sample custodian will inspect the integrity of the cooler custody seals and measure the temperature of the samples received using the "Temperature Blank" container included in each cooler. The samples will be checked against the chain-of-custody form for holding times, sample tracking numbers, and integrity. The samples will be logged into the laboratory management system. Custody of the samples will be maintained and recorded in the laboratory from receipt to analysis, and this record will be included with the data package deliverables.

Data Handling and Management – After the field investigation is completed, the field sampling log sheets will be organized by date and medium, and will be filed in the project files. The field logbooks for this project will be used only for this site, and will also be categorized and maintained in the project files after the completion of the field program. Project personnel completing concurrent field sampling activities may maintain multiple field logbooks. When possible, logbooks will be segregated by sampling activity. The field logbooks will be titled based on date and activity. The data handling procedures to be followed by the laboratories will meet the requirements of the associated subcontract technical specification. The electronic data results will be automatically downloaded into the Tetra Tech database in accordance with the proprietary Tetra Tech processes.

Data Tracking and Control – The Tetra Tech PM (or designee) is responsible for the overall tracking and control of data generated for the project.

- **Data Tracking** – Data is tracked from its generation to its archiving in the Tetra Tech project-specific files. The Project Chemist (or designee) is responsible for tracking the samples collected and shipped to the subcontracted laboratories. Upon receipt of the data packages from the analytical laboratories, the Project Chemist will oversee the data validation effort, which includes verifying that

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the data packages are complete and results for all samples have been delivered by the analytical laboratory.

- **Data Storage, Archiving, and Retrieval** – The data packages received from the subcontracted laboratories are tracked in the data validation logbook. After the data are validated, the data packages are entered into the Tetra Tech Comprehensive Long-Term Environmental Action Navy (CLEAN) file system and archived in secure files. The field records, including field logbooks, sample log sheets, chain-of-custody records, and field calibration logs, will be submitted by the FOL to be entered into the CLEAN file system prior to archiving in secure project files. The project files are audited for accuracy and completeness. At the completion of the Navy contract, the records will be stored by Tetra Tech.
- **Data Security** – The Tetra Tech project files are restricted to designated personnel only. Records can only be borrowed temporarily from the project file using a sign-out system. The Tetra Tech Data Manager maintains the electronic data files. Access to the data files is restricted to qualified personnel only. File and data backup procedures are routinely performed.

Data Review

- Data verification processes are described in [Section 12](#).
- Data validation processes are described in [Section 12](#).
- Usability assessment processes are described in [Section 12](#).

8.1.4 Project Report

At the conclusion of the sampling program, Tetra Tech will prepare a data summary report. The report will include a summary of the laboratory analytical results, the sample locations and recommendations for removals if appropriate. The report will be prepared in draft format (electronic format) for Navy review and then finalized (hardcopy and electronic format) based on the agreed-upon resolution of reviewer comments.

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Field Project Implementation (Field Project Instructions), continued**8.2 FIELD SOPs REFERENCE TABLE**

(UFP-QAPP Manual Section 3.1.2 – Worksheet #21)

SOP Reference Number	Title/Author	Revision Date or Version Number	Location of SOP (if not included in the SAP)	Any Planned Deviation for Project Work	Comments
HS-1.0	Utility Locating and Excavation Clearance / Tetra Tech	Revision 3	Appendix A.	None planned.	None
GH-1.1	Site Reconnaissance / Tetra Tech	Revision 2	Appendix A.	None planned.	None
GH-1.3	Soil and Rock Drilling Methods / Tetra Tech	Revision 2	Appendix A.	None planned.	None
GH-1.5	Borehole and Sample Logging / Tetra Tech	Revision 2	Appendix A.	None planned.	None
SA-1.3	Soil Sampling / Tetra Tech	Revision 9	Appendix A.	None planned.	None
SA-6.1	Non-Radiological Sample Handling / Tetra Tech	Revision 4	Appendix A.	None planned.	None
SA-6.3	Field Documentation / Tetra Tech	Revision 4	Appendix A.	None planned.	None
SA-7.1	Decontamination of Field Equipment / Tetra Tech	Revision 7	Appendix A.	None planned.	None
CT-04	Sample Nomenclature / Tetra Tech	Revision 3	Appendix A.	None planned.	None
CT-05	Database Records and Quality Assurance (QA)	Revision 3	Appendix A	None planned.	None

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Field Project Implementation (Field Project Instructions), continued**8.3 SAMPLE DETAILS TABLE**

([UFP-QAPP Manual Sections 3.1.1 and 3.5.2.3 – Worksheets #18, 19, 20 and 30](#))

Sample Details – Soil

SITES 12 AND 13 FENCELINE SOIL SAMPLING MAY 2014 Spectrum Analytical, Inc. 646 Camp Avenue, North Kingstown, RI 02852 Ed Lawler (401) 732-3400						Analysis Group⁽¹⁾	Lead
						Preparation and Analytical Method	SW-846 6010C
						Analytical Laboratory/ Analytical SOP Reference	Spectrum Analytical/ SOP 100.0111
						Data Package Turnaround Time	21 business days
						Container Type/ Volume required (if different than container volume)	1x4 oz. amber glass
						Preservative	Cool to ≤ 4 °C;
						Holding Time (Preparation/ Analysis)⁽²⁾	6 months to analysis
No.	Matrix	Station ID	Sample ID	Coordinates (optional)		Depth/ Sampling Interval	
				X	Y		
1 – 37	Soil	SB01 through SB37 (in sequence)	TF4-SO-SB01-0001 through TF4-SO-SB37-0001 (in sequence)			0-1 foot bgs	X
38-74	Soil	SB01 through SB37 (in sequence)	TF4-SO-SB01-0102 through TF4-SO-SB37-0102 (in sequence)			1-2 feet bgs	X
75-101	Soil	SB01 through SB27 (in sequence)	TF5-SO-SB01-0001 through TF5-SO-SB27-0001 (in sequence)			0-1 foot bgs	X
102-128	Soil	SB01 through SB27 (in sequence)	TF5-SO-SB01-0102 through TF5-SO-SB27-0102 (in sequence)			1-2 feet bgs	X
129-165	Soil	SB38 through SB74 (in sequence)	TF4-SO-SB38-0001 through TF4-SO-SB74-0001 (in sequence)			0-1 foot bgs (if needed) ⁽⁴⁾	X
166 – 192	Soil	SB28 through SB54 (in sequence)	TF5-SO-SB28-0001 through TF5-SO-SB54-0001 (in sequence)			0-1 foot bgs (if needed) ⁽⁴⁾	X
193 - 229	Soil	SB38 through SB74 (in sequence)	TF4-SO-SB38-0102 through TF4-SO-SB74-0102 (in sequence)			1-2 feet bgs (if needed) ⁽⁴⁾	X
230 - 256	Soil	SB28 through SB54 (in sequence)	TF5-SO-SB28-0002 through TF5-SO-SB54-0002 (in sequence)			1-2 feet bgs (if needed) ⁽⁴⁾	X

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Field QC Samples ⁽¹⁾							
	Field Duplicate	TBD ⁽³⁾	TBD ⁽³⁾			TBD ⁽³⁾	X
	Matrix Spike	NA	NA			NA	
	Matrix Spike Duplicate	NA	NA			NA	
	Equipment Blank	TBD ⁽³⁾	TBD ⁽³⁾			TBD ⁽³⁾	X
						Total Number of Samples to the Laboratory	128⁽⁴⁾

Frequency of QA/QC sample collection:

Field Duplicate- One per 10 field samples

MS/MSD- One pair per 20 field samples (including field QC samples)

Equipment Blank- One per week of sampling

Trip Blank- One per cooler to the laboratory containing volatiles

Notes:¹ The selected analyte is lead, see [Section 9](#).² Maximum holding time is calculated from the time the sample is collected to the time the sample is prepared/extracted.³ To Be Determined (TBD) in the field by the FOL.⁴ Additional samples may be collected from the exterior of the fenceline and analyzed based on initial sample results from the interior 0-2 feet bgs soil samples.

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9.0 Reference Limits and Evaluation Tables[\(UFP-QAPP Manual Section 2.8.1 – Worksheet # 15\)](#)

Matrix: Soil
Analytical Groups: Metals

Analyte	CAS No.	PALs ^(a) (mg/kg)	PQL Goal (mg/kg)	Laboratory-Specific Limits ^(b) (mg/kg)		
				LOQs	LODs	DLs
Metals						
Lead	7439-92-1	150	50	0.5	0.25	0.17

Notes:

(a) Project Action Level (PALs) are based on the Remedial Goals for a residential exposure scenario.

(b) Laboratory-specific detection limits (DLs, LODs, and LOQs) are limits that an individual laboratory can achieve when utilizing the cited analytical method.

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10.0 Analytical SOP References Table[\(UFP-QAPP Manual Section 3.2.1 – Worksheet #23\)](#)

Laboratory Name and Address: Spectrum Analytical, Inc., 646 Camp Avenue, North Kingstown, RI 02852
Point of Contact Name: Ed Lawler
Phone Number: (401) 732-3400

Lab SOP Number	Title, Revision Date, and Number	Definitive or Screening Data	Matrix and Analytical Group	Instrument	Variance to Quality Systems Manual (QSM)	Modified for Project Work? (Y/N)
100.0111	Determination of Metals in Water and Wastes by Inductively Coupled Argon Plasma Atomic Emission Spectrometry by SW846 Method 6010C; Revision 13, 12/22/2010	Definitive	Soil (Lead)	Inductively Coupled Plasma (ICP) Trace	No variance	N

Notes:

Include the specific Lab Accreditation or Certification requirements for the work of this project, verification that these have been met, and the expiration dates, as appropriate.

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11.0 Laboratory QC Samples Table

(UFP-QAPP Manual Section 3.4 – Worksheet #28)

NOTE: MS/MSD, MS/laboratory duplicate, laboratory duplicate, post-digestion spike, and ICP serial dilution analyses are not required for rinsate blanks.

Matrix	Soil					
Analytical Group	Metals					
Analytical Method / SOP Reference	SW-846 6010C SOP 100.0111					
QC Sample	Frequency/ Number	Method/SOP QC Acceptance Limits	Corrective Action	Person(s) Responsible for Corrective Action	Data Quality Indicator	Measurement Performance Criteria
Method Blank	1 per digestion batch of 20 or fewer samples.	Contaminants in the method blank must be less than ½ the LOQ (or no greater than 1/10 th the amount in any associated sample). Absolute value for negative blanks must be <LOQ.	Investigate the source of the contamination. Redigest and reanalyze all associated samples if the sample concentration ≥ the LOQ and <10x the blank concentration.	Analyst, Laboratory Supervisor, and Data Validator	Bias/ Contamination	Same as Method/SOP QC Acceptance Limits.
Laboratory Control Sample (LCS)	1 per digestion batch of 20 or fewer samples.	The acceptance range for lead in soil is 80-120%. When in-house limits fall within DoD QSM limits, in-house limits may be reported. If in-house limits are wider than DoD QSM limits, the 80-120% limits must be used.	(1) Investigate source of problem. (2) Redigest and reanalyze all associated samples.	Analyst, Laboratory Supervisor, and Data Validator	Accuracy/Bias/ Contamination	Same as Method/SOP QC Acceptance Limits.
Duplicate Sample	1 per digestion batch of 20 or fewer samples.	The relative percent difference should be within ≤20% for duplicate spikes.	Flag results.	Analyst, Laboratory Supervisor, and Data Validator	Precision	Same as Method/SOP QC Acceptance Limits.
MS	1 per digestion batch of 20 or fewer samples.	Spikes recoveries must be within 75-125% of the expected value.	Flag results.	Analyst, Laboratory Supervisor, and Data Validator	Accuracy/Bias	Same as Method/SOP QC Acceptance Limits.
ICP Serial Dilution	1 per digestion batch.	If original sample result is at least 50x the instrument detection limit, 5-fold dilution must agree within ± 10% of the original result.	Flag result or dilute and reanalyze sample to eliminate interference.	Analyst, Laboratory Supervisor, and Data Validator	Accuracy/Bias	Same as Method/SOP QC Acceptance Limits.

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12.0 Data Verification and Validation (Steps I and IIa/IIb) Process Table

[\(UFP-QAPP Manual Section 5.2.1, UFP-QAPP Manual Section 5.2.2, Figure 37 UFP-QAPP Manual, Table 9 UFP-QAPP Manual – Worksheets #34, 35, 36\)](#)

Verification (Step I) Process Table

Verification Input	Description	Internal/ External	Responsible for Verification (name, organization)
Chain-of-custody Forms	The Tetra Tech FOL or designee will review and sign each chain-of-custody form to verify that all samples listed are included in the shipment to the laboratory and the sample information is accurate. The chain-of-custody forms will be signed by the Sampler and a copy will be retained for the project file, the Tetra Tech PM, and the Tetra Tech Data Validator.	Internal	FOL and Field Crew, Tetra Tech/H&S
	The Laboratory Sample Custodian will review the sample shipment for completeness and integrity and will sign accepting the shipment. The Tetra Tech Data Validator will check that the chain-of-custody form was signed and dated by the Tetra Tech FOL or designee relinquishing the samples and also by the Laboratory Sample Custodian receiving the samples for analyses.	External/ Internal	1 - Laboratory Sample Custodian, Spectrum Analytical 2 – Project Chemist or Data Validator, Tetra Tech/H&S
Field SOPs/Field Logs/SAP/ Analytical Data Packages	Ensure that all sampling SOPs were followed. Verify that deviations have been documented and Measurement Performance Criteria (MPCs) have been achieved. Particular attention should be given to verify that samples were correctly identified, that sampling location coordinates are accurate, and that documentation establishes an unbroken trail of documented chain-of-custody from sample collection to report generation. Verify that the correct sampling and analytical methods/SOPs were applied. Verify that the sampling plan was implemented and carried out as written and that any deviations are documented.	Internal	PM, FOL, or designee, Tetra Tech/H&S
SAP/Analytical SOPs	Ensure that all laboratory SOPs were followed. Verify that the correct analytical methods/SOPs were applied.	Internal	Laboratory QAM
SAP/Analytical SOPs/ Raw Data/ Applicable Control Limits Tables	Establish that all method QC samples were analyzed and in control as listed in the analytical SOPs. If method QA is not in control, the Laboratory QAM will contact the Tetra Tech PM for guidance prior to report preparation.	Internal	Laboratory QAM
SAP Sample Tables/ Chain-of- Custody Forms	Verify that all proposed samples listed in the SAP tables have been collected.	Internal	FOL and Field Crew, Tetra Tech/H&S
Sample Log Sheets	Verify that information recorded in the log sheets is accurate and complete and are maintained at the project office.	Internal	PM, FOL, or designee, Tetra Tech/H&S
Sample Coordinates	Verify that actual sample locations are correct and in accordance with the SAP (compare map of planned locations to map of actual locations).	Internal	PM, FOL, or designee, Tetra Tech/H&S
SAP/ Chain-of-custody Forms	Verify that field QC samples listed in Section 6 were collected as required.	Internal	FOL or designee, Tetra Tech/H&S

Project-Specific Sampling and Analysis Plan

Site Name: Tank Farms 4 & 5

Project Name: Naval Station Newport

Site Location: Middletown, Rhode Island

Title: Fenceline Survey, Sampling & Replacement

Document Number: W5214901F

Revision Number: 0

Revision Date: August 2014

Verification Input	Description	Internal/ External	Responsible for Verification (name, organization)
Analytical Data Packages	All analytical data packages will be verified internally for completeness by the laboratory performing the work. The Laboratory QAM will sign the case narrative for each data package.	Internal	Laboratory QAM
	Verify that the data package contains all the elements required by the method and the laboratory scope of work. This occurs as part of the data validation process. Missing information will be requested from the laboratory and validation will be suspended until missing data are received.	External	Project Chemist or Data Validator, Tetra Tech/H&S
Electronic Data Deliverables	The electronic data will be compared to the chain-of-custody form and hard copy data package to verify accuracy and completeness. Data package analytical results will be verified and compared to the electronic analytical results for accuracy. Sample results will be evaluated for laboratory contamination and will be qualified for false positives using the laboratory method/ preparation blank summaries. Positive results reported between the MDL and the reporting limit will be qualified as estimated. Extraneous laboratory qualifiers will be removed from the validation qualifier.	External	Project Chemist or Data Validator, Tetra Tech/H&S

Validation (Steps IIa and IIb) Process Table

Step IIa/IIb	Validation Input	Description	Responsible for Validation (name, organization)
IIa	Chain-of-Custody Forms	Custody – Ensure that the custody and integrity of the samples were maintained from collection to analysis and the custody records are complete and any deviations are recorded. Review that the samples were shipped and stored at the required temperature and sample pH for chemically-preserved samples meet the requirements listed in Section 10 . Ensure that the analyses were performed within the holding times listed in Section 10 .	Project Chemist or Data Validators, Tetra Tech/H&S
IIa, IIb	SAP/ Laboratory Data Packages/ EDDs	Check that the laboratory recorded the temperature at sample receipt and the pH of the chemically preserved samples to ensure sample integrity from sample collection to analysis. Review the chain-of-custody forms generated in the field to ensure that the required analytical samples have been collected, appropriate sample identifications have been used, and correct analytical methods have been applied. The Tetra Tech Data Validator will verify that elements of the data package required for validation are present, and if not, the laboratory will be contacted and the missing information will be requested. Validation will be performed as per Analytical Data Validation (Steps IIa and IIb) Summary Table . Check that all data have been transferred correctly and completely to the final Structured Query Language database.	Project Chemist or Data Validators, Tetra Tech/H&S

Project-Specific Sampling and Analysis Plan

Site Name: Tank Farms 4 & 5
 Project Name: Naval Station Newport
 Site Location: Middletown, Rhode Island

Title: Fenceline Survey, Sampling & Replacement
 Document Number: W5214901F
 Revision Number: 0
 Revision Date: August 2014

Step IIa/IIb	Validation Input	Description	Responsible for Validation (name, organization)
		Ensure that all field QC and assigned laboratory QC samples specified in Section 9 and Section 11 were collected and analyzed and that the associated results were within prescribed MPCs. Verify that laboratory QC samples and standards prescribed in Section 11 were analyzed and within the prescribed acceptance criteria and MPCs, respectively. If any significant QC deviations occur, the laboratory shall have contacted the Tetra Tech Project Chemist or PM.	
IIb	SAP/ Laboratory Data Packages/ EDDs	Compare values for the non-detected results (sample-specific LODs) with the PALs in Section 9 , and identify the analytes for which the non-detected values are above the PALs. Document any LODs that were raised for non-detected target analytes due to sample dilutions that were performed because of the high concentration of one or more other contaminants.	Project Chemist or Data Validators, Tetra Tech/H&S
11a, IIb	SAP/ Laboratory Data Packages/ EDDs	Deviations - Summarize deviations from methods, procedures, or contracts in the Data Validation Report. Determine the impact of any deviation from sampling or analytical methods and SOPs requirements and matrix interferences effect on the analytical results. Qualify data results based on method or QC deviation and explain all the data qualifications. Print a copy of the project database qualified data depicting data qualifiers and data qualifiers codes that summarize the reason for data qualifications. Determine if the data met the MPCs and discuss the potential impact of any deviations on the technical usability of the data.	Project Chemist or Data Validators, Tetra Tech/H&S

Analytical Data Validation (Steps IIa and IIb) Summary Table

Step IIa/IIb	Matrix	Analytical Group	Validation Criteria	Data Validator (title and organizational affiliation)
IIa and IIb	Soil (solid)	Metals (Laboratory)	Tier II ¹ data validation. Project-specific criteria for Metals by 6010C/6020A/7471A are listed in Sections 6, 9, 8.3, and 11 . Region I USEPA-NE Data Validation Functional Guidelines for Evaluating Environmental Analyses, Part II, December 1996 (USEPA, 1996) will be applied using these criteria.	Project Chemist or Data Validator, Tetra Tech/H&S

1. As specified in the Region I USEPA-NE Data Validation Functional Guidelines for Evaluating Environmental Analyses, Part I, Attachment B, "Region 1 Tiered Organic and Inorganic Data Validation Guidelines", July 1, 1993, Draft (USEPA, 1993).

REFERENCES

REFERENCES

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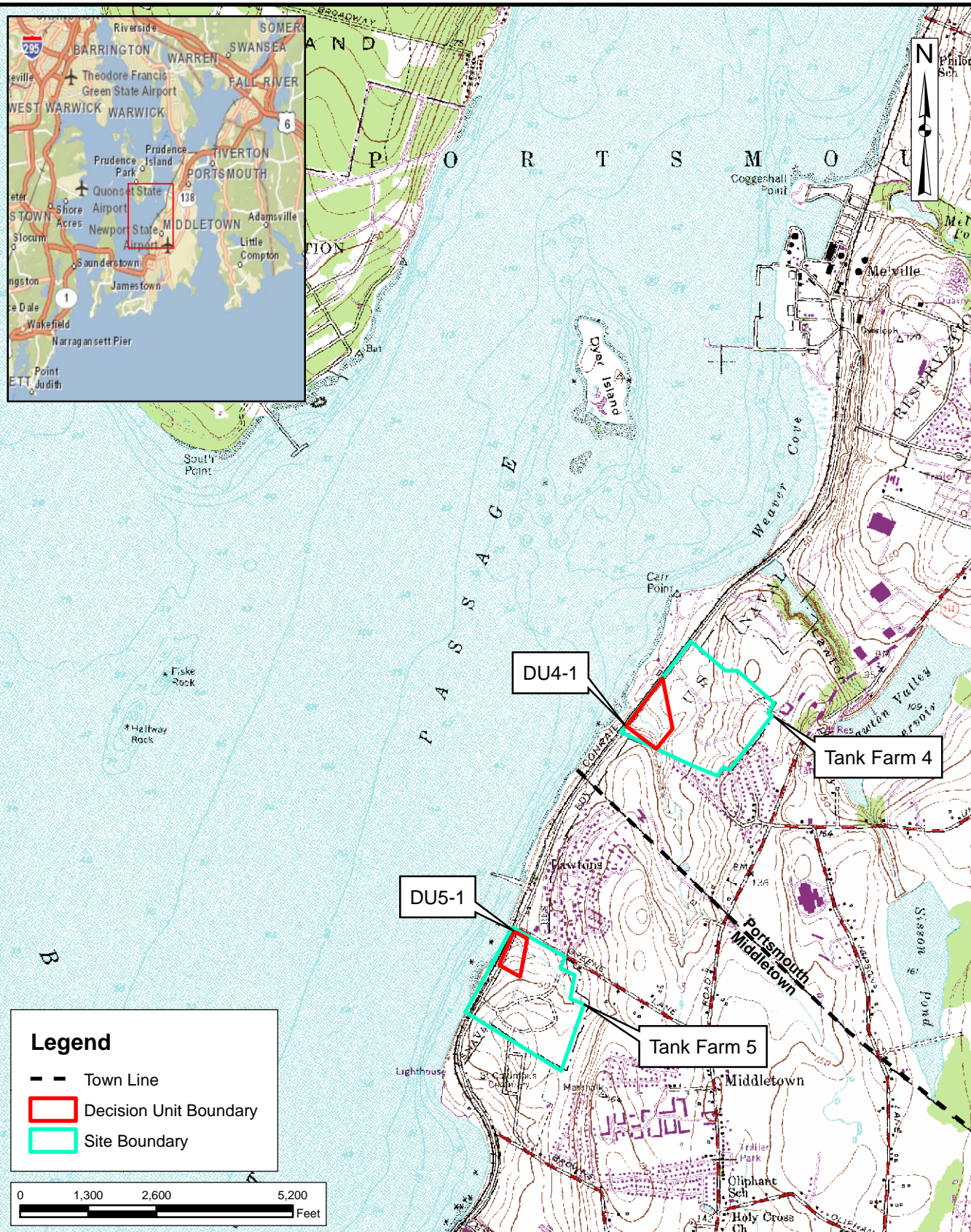
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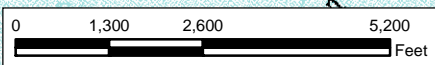
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FIGURES



Legend

- Town Line
- Decision Unit Boundary
- Site Boundary



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TETRA TECH

NAVAL STATION NEWPORT
MIDDLETOWN, RHODE ISLAND

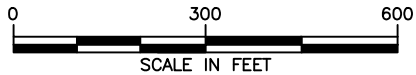
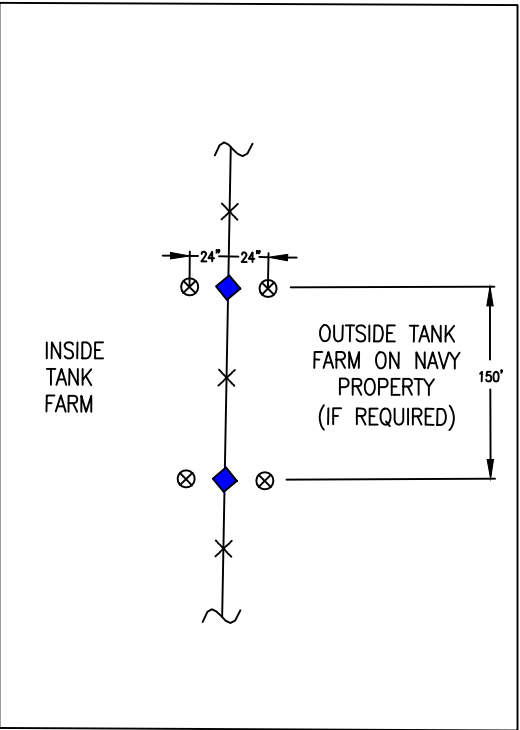
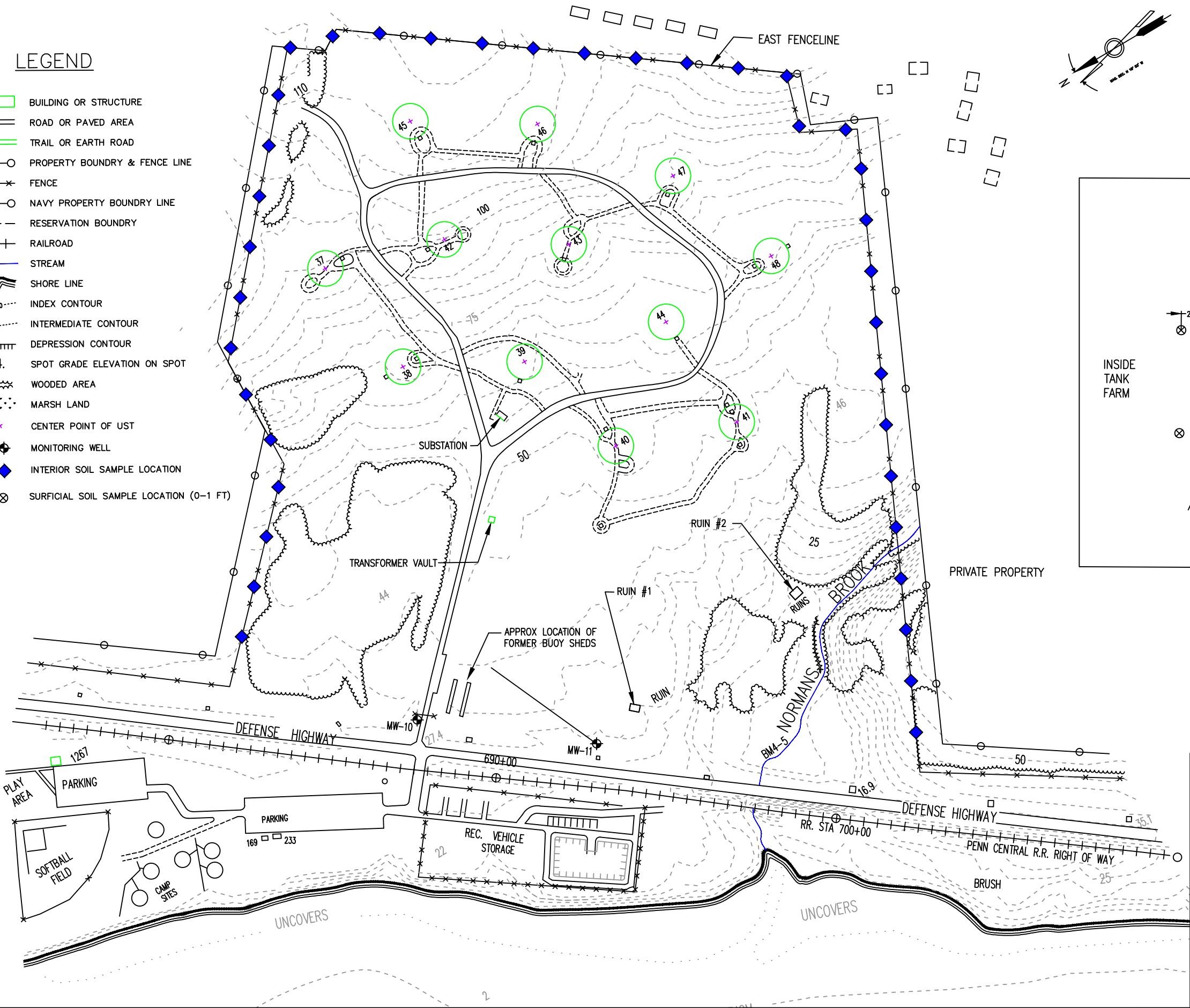
SITE LOCUS

TANK FARMS 4 AND 5
SAMPLING AND ANALYSIS PLAN

SCALE PER SCALE BAR	
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LEGEND

- BUILDING OR STRUCTURE
- ROAD OR PAVED AREA
- TRAIL OR EARTH ROAD
- PROPERTY BOUNDARY & FENCE LINE
- FENCE
- NAVY PROPERTY BOUNDARY LINE
- RESERVATION BOUNDARY
- RAILROAD
- STREAM
- SHORE LINE
- INDEX CONTOUR
- INTERMEDIATE CONTOUR
- DEPRESSION CONTOUR
- SPOT GRADE ELEVATION ON SPOT
- WOODED AREA
- MARSH LAND
- CENTER POINT OF UST
- MONITORING WELL
- INTERIOR SOIL SAMPLE LOCATION
- SURFICIAL SOIL SAMPLE LOCATION (0-1 FT)





















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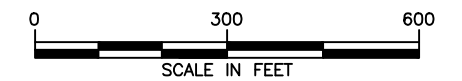
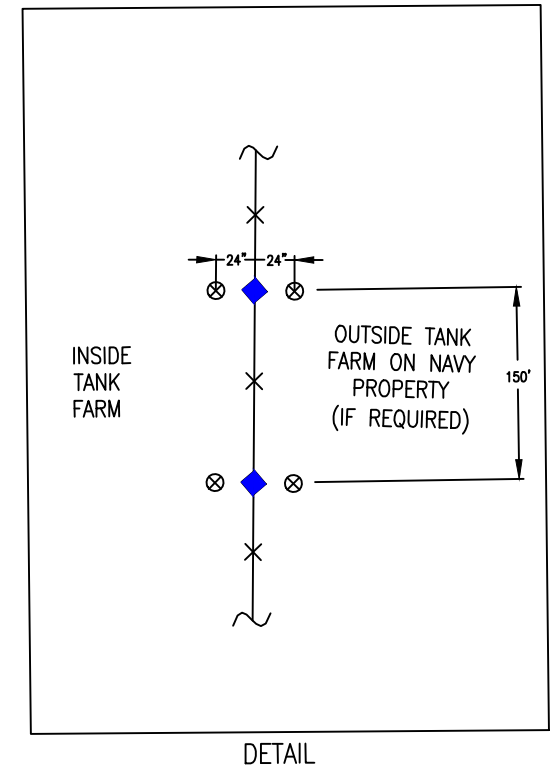
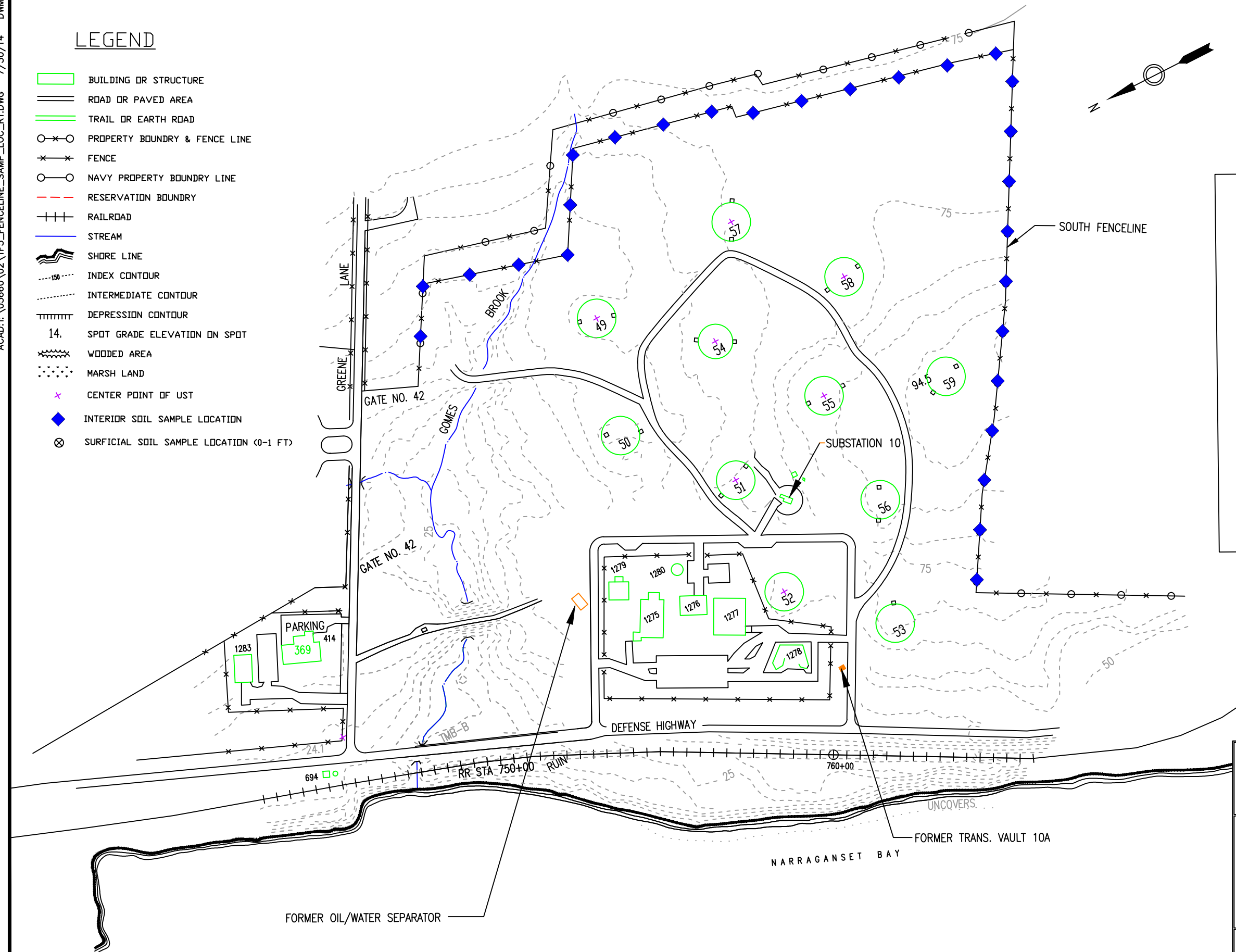
FENCELINE SAMPLE LOCATIONS

TANK FARM 4
SAMPLING AND ANALYSIS PLAN

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|  | TRAIL OR EARTH ROAD |
|  | PROPERTY BOUNDRY & FENCE LINE |
|  | FENCE |
|  | NAVY PROPERTY BOUNDRY LINE |
|  | RESERVATION BOUNDRY |
|  | RAILROAD |
|  | STREAM |
|  | SHORE LINE |
|  | INDEX CONTOUR |
|  | INTERMEDIATE CONTOUR |
|  | DEPRESSION CONTOUR |
| 14. | SPOT GRADE ELEVATION ON SPOT |
|  | WOODED AREA |
|  | MARSH LAND |
|  | CENTER POINT OF UST |
|  | INTERIOR SOIL SAMPLE LOCATION |
|  | SURFICIAL SOIL SAMPLE LOCATION (0-1 FT) |



NAVAL STATION NEWPORT
PORTSMOUTH, RHODE ISLAND

FENCELINE SAMPLE LOCATIONS

TANK FARM 5 SAMPLING AND ANALYSIS PLAN

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APPENDICES

APPENDIX A
STANDARD OPERATING PROCEDURES



TETRA TECH

STANDARD OPERATING PROCEDURES

Number

HS-1.0

Page

1 of 15

Effective Date

01/2012

Revision

3

Applicability

Tetra Tech, Inc.

Prepared

Health & Safety

Subject

UTILITY LOCATING AND EXCAVATION CLEARANCE

Approved

J. Zimmerly

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1.0 PURPOSE

Utilities such as electric service lines, natural or propane gas lines, water and sewage lines, telecommunications, and steam lines are very often in the immediate vicinity of work locations. Contact with underground or overhead utilities can have serious consequences including employee injury/fatality, property and equipment damage, substantial financial impacts, and loss of utility service to users.

The purpose of this procedure is to provide minimum requirements and technical guidelines regarding the appropriate procedures to be followed when performing subsurface and overhead utility locating services. It is the policy of Tetra Tech NUS, Inc. (TtNUS) to provide a safe and healthful work environment for the protection of our employees. The purpose of this Standard Operating Procedure (SOP) is to aid in achieving the objectives of this policy, to present the acceptable procedures pertaining to utility locating and excavation clearance activities, and to present requirements and restrictions relevant to these types of activities. This SOP must be reviewed by any employee potentially involved with underground or overhead utility locating and avoidance activities.

2.0 SCOPE

This procedure applies to all TtNUS field activities where there may be potential contact with underground or overhead utilities. This procedure provides a description of the principles of operation, instrumentation, applicability, and implementability of typical methods used to determine the presence and avoidance of contact with utility services. This procedure is intended to assist with work planning and scheduling, resource planning, field implementation, and subcontractor procurement. Utility locating and excavation clearance requires site-specific information prior to the initiation of any such activities on a specific project. This SOP is not intended to provide a detailed description of methodology and instrument operation. Specialized expertise during both planning and execution of several of the methods presented may also be required.

3.0 GLOSSARY

Electromagnetic Induction (EMI) Survey - A geophysical exploration method whereby electromagnetic fields are induced in the ground and the resultant secondary electromagnetic fields are detected as a measure of ground conductivity.

Magnetometer – A device used for precise and sensitive measurements of magnetic fields.

Magnetic Survey – A geophysical survey method that depends on detection of magnetic anomalies caused by the presence of buried ferromagnetic objects.

Metal Detection – A geophysical survey method that is based on electromagnetic coupling caused by underground conductive objects.

Vertical Gradiometer – A magnetometer equipped with two sensors that are vertically separated by a fixed distance. It is best suited to map near surface features and is less susceptible to deep geologic features.

Ground Penetrating Radar – Ground Penetrating Radar (GPR) involves specialized radar equipment whereby a signal is sent into the ground via a transmitter. Some portion of the signal will be reflected from the subsurface material, which is then recorded with a receiver and electronically converted into a graphic picture.

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4.0 RESPONSIBILITIES

Project Manager (PM)/Task Order Manager (TOM) - Responsible for ensuring that all field activities are conducted in accordance with this procedure.

Site Manager (SM)/Field Operations Leader (FOL) - Responsible for the onsite verification that all field activities are performed in compliance with approved SOPs or as otherwise directed by the approved project plan(s).

Site Health & Safety Officer (SHSO) – Responsible to provide technical assistance and verify full compliance with this SOP. The SHSO is also responsible for reporting any deficiencies to the Corporate Health and Safety Manager (HSM) and to the PM/TOM.

Health & Safety Manager (HSM) – Responsible for preparing, implementing, and modifying corporate health and safety policy and this SOP.

Site Personnel – Responsible for performing their work activities in accordance with this SOP and the TtNUS Health and Safety Policy.

5.0 PROCEDURES

This procedure addresses the requirements and technical procedures that must be performed to minimize the potential for contact with underground and overhead utility services. These procedures are addressed individually from a buried and overhead standpoint.

5.1 Buried Utilities

Buried utilities present a heightened concern because their location is not typically obvious by visual observation, and it is common that their presence and/or location is unknown or incorrectly known on client properties. This procedure must be followed prior to beginning any subsurface probing or excavation that might potentially be in the vicinity of underground utility services. In addition, the Utility Clearance Form (Attachment 3) must be completed for every location or cluster of locations where intrusive activities will occur.

Where the positive identification and de-energizing of underground utilities cannot be obtained and confirmed using the following steps, the PM/TOM is responsible for arranging for the procurement of a qualified, experienced, utility locating subcontractor who will accomplish the utility location and demarcation duties specified herein.

1. A comprehensive review must be made of any available property maps, blue lines, or as-builts prior to site activities. Interviews with local personnel familiar with the area should be performed to provide additional information concerning the location of potential underground utilities. Information regarding utility locations shall be added to project maps upon completion of this exercise.
- 2., A visual site inspection must be performed to compare the site plan information to actual field conditions. Any findings must be documented and the site plan/maps revised. The area(s) of proposed excavation or other subsurface activities must be marked at the site in white paint or pin flags to identify those locations of the proposed intrusive activities. The site inspection should focus on locating surface indications of potential underground utilities. Items of interest include the presence of nearby area lights, telephone service, drainage grates, fire hydrants, electrical service vaults/panels, asphalt/concrete scares and patches, and topographical depressions. Note the location of any emergency shut off switches. Any additional information regarding utility

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locations shall be added to project maps upon completion of this exercise and returned to the PM/TOM.

3. If the planned work is to be conducted on private property (e.g., military installations, manufacturing facilities, etc.) the FOL must identify and contact appropriate facility personnel (e.g., public works or facility engineering) before any intrusive work begins to inquire about (and comply with) property owner requirements. It is important to note that private property owners may require several days to several weeks advance notice prior to locating utilities.
4. If the work location is on public property, the state agency that performs utility clearances must be notified (see Attachment 1). State "one-call" services must be notified prior to commencing fieldwork per their requirements. Most one-call services require, by law, 48- to 72-hour advance notice prior to beginning any excavation. Such services typically assign a "ticket" number to the particular site. This ticket number must be recorded for future reference and is valid for a specific period of time, but may be extended by contacting the service again. The utility service will notify utility representatives who then mark their respective lines within the specified time frame. It should be noted that most military installations own their own utilities but may lease service and maintenance from area providers. Given this situation, "one call" systems may still be required to provide location services on military installations.
5. Utilities must be identified and their locations plainly marked using pin flags, spray paint, or other accepted means. The location of all utilities must be noted on a field sketch for future inclusion on project maps. Utility locations are to be identified using the following industry-standard color code scheme, unless the property owner or utility locator service uses a different color code:

white	excavation/subsurface investigation location
red	electrical
yellow	gas, oil, steam
orange	telephone, communications
blue	water, irrigation, slurry
green	sewer, drain
6. Where utility locations are not confirmed with a high degree of confidence through drawings, schematics, location services, etc., the work area must be thoroughly investigated prior to beginning the excavation. In these situations, utilities must be identified using safe and effective methods such as passive and intrusive surveys, or the use of non-conductive hand tools. Also, in situations where such hand tools are used, they should always be used in conjunction with suitable detection equipment, such as the items described in Section 6.0 of this SOP. Each method has advantages and disadvantages including complexity, applicability, and price. It also should be noted that in some states, initial excavation is required by hand to a specified depth.
7. At each location where trenching or excavating will occur using a backhoe or other heavy equipment, and where utility identifications and locations cannot be confirmed prior to groundbreaking, the soil must be probed using a device such as a tile probe which is made of non-conductive material such as fiberglass. If these efforts are not successful in clearing the excavation area of suspect utilities, hand shoveling must be performed for the perimeter of the intended excavation.
8. All utilities uncovered or undermined during excavation must be structurally supported to prevent potential damage. Unless necessary as an emergency corrective measure, TtNUS shall not make any repairs or modifications to existing utility lines without prior permission of the utility owner, property owner, and Corporate HSM. All repairs require that the line be locked-out/tagged-out prior to work.

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5.2 Overhead Power Lines

If it is necessary to work within the minimum clearance distance of an overhead power line, the overhead line must be de-energized and grounded, or re-routed by the utility company or a registered electrician. If protective measures such as guarding, isolating, or insulating are provided, these precautions must be adequate to prevent employees from contacting such lines directly with any part of their body or indirectly through conductive materials, tools, or equipment.

The following table provides the required minimum clearances for working in proximity to overhead power lines.

<u>Nominal Voltage</u>	<u>Minimum Clearance</u>
0 -50 kV	10 feet, or one mast length; whichever is greater
50+ kV	10 feet plus 4 inches for every 10 kV over 50 kV or 1.5 mast lengths; whichever is greater

6.0 UNDERGROUND LOCATING TECHNIQUES

A variety of supplemental utility locating approaches are available and can be applied when additional assurance is needed. The selection of the appropriate method(s) to employ is site-specific and should be tailored to the anticipated conditions, site and project constraints, and personnel capabilities.

6.1 Geophysical Methods

Geophysical methods include electromagnetic induction, magnetics, and ground penetrating radar. Additional details concerning the design and implementation of electromagnetic induction, magnetics, and ground penetrating radar surveys can be found in one or more of the TtNUS SOPs included in the References (Section 8.0).

Electromagnetic Induction

Electromagnetic Induction (EMI) line locators operate either by locating a background signal or by locating a signal introduced into the utility line using a transmitter. A utility line acts like a radio antenna, producing electrons, which can be picked up with a radiofrequency receiver. Electrical current carrying conductors have a 60HZ signal associated with them. This signal occurs in all power lines regardless of voltage. Utilities in close proximity to power lines or used as grounds may also have a 60HZ signal, which can be picked up with an EM receiver. A typical example of this type of geophysical equipment is an EM-61.

EMI locators specifically designed for utility locating use a special signal that is either indirectly induced onto a utility line by placing the transmitter above the line or directly induced using an induction clamp. The clamp induces a signal on the specific utility and is the preferred method of tracing since there is little chance of the resulting signals being interfered with. A good example of this type of equipment is the Schonstedt® MAC-51B locator. The MAC-51B performs inductively traced surveys, simple magnetic locating, and traced nonmetallic surveys.

When access can be gained inside a conduit to be traced, a flexible insulated trace wire can be used. This is very useful for non-metallic conduits but is limited by the availability of gaining access inside the pipe.

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Magnetics

Magnetic locators operate by detecting the relative amounts of buried ferrous metal. They are incapable of locating or identifying nonferrous utility lines but can be very useful for locating underground storage tanks (UST's), steel utility lines, and buried electrical lines. A typical example of this type of equipment is the Schonstedt® GA-52Cx locator. The GA-52Cx is capable of locating 4-inch steel pipe up to 8 feet deep.

Non-ferrous lines are often located by using a typical plumbing tool (snake) fed through the line. A signal is then introduced to the snake that is then traced.

Ground Penetrating Radar

Ground Penetrating Radar (GPR) involves specialized radar equipment whereby a signal is sent into the ground via a transmitter. Some portion of the signal will be reflected from the subsurface material, which is then recorded with a receiver and electronically converted into a graphic picture. In general, an object which is harder than the surrounding soil will reflect a stronger signal. Utilities, tunnels, UST's, and footings will reflect a stronger signal than the surrounding soil. Although this surface detection method may determine the location of a utility, this method does not specifically identify utilities (i.e., water vs. gas, electrical vs. telephone); hence, verification may be necessary using other methods. This method is somewhat limited when used in areas with clay soil types or with a high water table.

6.2 Passive Detection Surveys

Acoustic Surveys

Acoustic location methods are generally most applicable to waterlines or gas lines. A highly sensitive Acoustic Receiver listens for background sounds of water flowing (at joints, leaks, etc.) or to sounds introduced into the water main using a transducer. Acoustics may also be applicable to determine the location of plastic gas lines.

Thermal Imaging

Thermal (i.e., infrared) imaging is a passive method for detecting the heat emitted by an object. Electronics in the infrared camera convert subtle heat differentials into a visual image on the viewfinder or a monitor. The operator does not look for an exact temperature; rather they look for heat anomalies (either elevated or suppressed temperatures) characteristic of a potential utility line.

The thermal fingerprint of underground utilities results from differences in temperature between the atmosphere and the fluid present in a pipe or the heat generated by electrical resistance. In addition, infrared scanners may be capable of detecting differences in the compaction, temperature and moisture content of underground utility trenches. High-performance thermal imagery can detect temperature differences to hundredths of a degree.

6.3 Intrusive Detection Surveys

Vacuum Excavation

Vacuum excavation is used to physically expose utility services. The process involves removing the surface material over approximately a 1' x 1' area at the site location. The air-vacuum process proceeds with the simultaneous action of compressed air-jets to loosen soil and vacuum extraction of the resulting

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debris. This process ensures the integrity of the utility line during the excavation process, as no hammers, blades, or heavy mechanical equipment comes into contact with the utility line, eliminating the risk of damage to utilities. The process continues until the utility is uncovered. Vacuum excavation can be used at the proposed site location to excavate below the "utility window" which is usually 8 feet.

Hand Excavation

When the identification and location of underground utilities cannot be positively confirmed through document reviews and/or other methods, borings and excavations may be cleared via the use of non-conductive hand tools. This should always be done in conjunction with the use of detection equipment. This would be required for all locations where there is a potential to impact buried utilities. The minimum hand-excavation depth that must be reached is to be determined considering the geographical location of the work site. This approach recognizes that the placement of buried utilities is influenced by frost line depths that vary by geographical region. Attachment 2 presents frost line depths for the regions of the contiguous United States. At a minimum, hand excavation depths must be at least to the frost line depth (see Attachment 2) plus two (2) feet, but never less than 4 feet below ground surface (bgs). For hand excavation, the hole created must be reamed large enough to be at least the diameter of the drill rig auger or bit prior to drilling. For soil gas surveys, the survey probe shall be placed as close as possible to the cleared hand excavation. It is important to note that a post-hole digger must not be used in this type of hand excavation activity.

Tile Probe Surveys

For some soil types, site conditions, and excavation requirements, non-conductive tile probes may be used. A tile probe is a "T"-handled rod of varying lengths that can be pushed into the soil to determine if any obstructions exist at that location. Tile probes constructed of fiberglass or other nonconductive material are readily-available from numerous vendors. Tile probes must be performed to the same depth requirements as previously specified. As with other types of hand excavating activities, the use of a non-conductive tile probe, should always be in conjunction with suitable utility locating detection equipment.

7.0 INTRUSIVE ACTIVITIES SUMMARY

The following list summarizes the activities that must be performed prior to beginning subsurface activities:

1. Map and mark all subsurface locations and excavation boundaries using white paint or markers specified by the client or property owner.
2. Notify the property owner and/or client that the locations are marked. At this point, drawings of locations or excavation boundaries shall be provided to the property owner and/or client so they may initiate (if applicable) utility clearance.

Note: Drawings with confirmed locations should be provided to the property owner and/or client as soon as possible to reduce potential time delays.

3. Notify "One Call" service. If possible, arrange for an appointment to show the One Call representative the surface locations or excavation boundaries in person. This will provide a better location designation to the utilities they represent. You should have additional drawings should you need to provide plot plans to the One Call service.
4. Implement supplemental utility detection techniques as necessary and appropriate to conform utility locations or the absence thereof.

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5. Complete Attachment 3, Utility Clearance Form. This form should be completed for each excavation location. In situations where multiple subsurface locations exist within the close proximity of one another, one form may be used for multiple locations provided those locations are noted on the Utility Clearance Form. Upon completion, the Utility Clearance Form and revised/annotated utility location map becomes part of the project file.

8.0 REFERENCES

OSHA Letter of Interpretation, Mr. Joseph Caldwell, Attachment 4
 OSHA 29 CFR 1926(b)(2)
 OSHA 29 CFR 1926(b)(3)
 Tt Utility Locating and Clearance Policy
 Tt SOP GH-3.1; Resistivity and Electromagnetic Induction
 Tt SOP GH-3.2; Magnetic and Metal Detection Surveys
 Tt SOP GH-3.4; Ground-penetrating Radar Surveys

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ATTACHMENT 1 LISTING OF UNDERGROUND UTILITY CLEARANCE RESOURCES



American Public Works Association
 2345 Grand Boulevard, Suite 500, Kansas City, MO 64108-2625
 Phone (816) 472-6100 • Fax (816) 472-1610
 Web www.apwa.net • E-mail apwa@apwa.net

ONE-CALL SYSTEMS INTERNATIONAL CONDENSED DIRECTORY

Alabama
 Alabama One-Call
 1-800-292-8525

Alaska
 Locate Call Center of Alaska, Inc.
 1-800-478-3121

Arizona
 Arizona Blue Stake
 1-800-782-5348

Arkansas
 Arkansas One Call System, Inc.
 1-800-482-8998

California
 Underground Service Alert North
 1-800-227-2600
 Underground Service Alert of Southern
 California
 1-800-227-2600

Colorado
 Utility Notification Center of Colorado
 1-800-922-1987

Connecticut
 Call Before You Dig
 1-800-922-4455

Delaware
 Miss Utility of Delmarva
 1-800-282-8555

Florida
 Sunshine State One-Call of Florida, Inc.
 1-800-432-4770

Georgia
 Underground Protection Center, Inc.
 1-800-282-7411

Hawaii
 Underground Service Alert North
 1-800-227-2600

Idaho
 Dig Line Inc.
 1-800-342-1585
 Kootenai County One-Call
 1-800-428-4950
 Shoshone - Benewah One-Call
 1-800-398-3285

Illinois
 JULIE, Inc.
 1-800-892-0123
 Digger (Chicago Utility Alert Network)
 312-744-7000

Indiana
 Indiana Underground Plant Protection
 Service
 1-800-382-5544

Iowa
 Iowa One-Call
 1-800-292-8989

Kansas
 Kansas One-Call System, Inc.
 1-800-344-7233

Kentucky
 Kentucky Underground Protection Inc.
 1-800-752-6007

Louisiana
 Louisiana One Call System, Inc.
 1-800-272-3020

Maine
 Dig Safe System, Inc.
 1-888-344-7233

Maryland
 Miss Utility
 1-800-257-7777
 Miss Utility of Delmarva
 1-800-282-8555

Massachusetts
 Dig Safe System, Inc.
 1-888-344-7233

Michigan
 Miss Dig System, Inc.
 1-800-482-7171

Minnesota
 Gopher State One Call
 1-800-252-1166

Mississippi
 Mississippi One-Call System, Inc.
 1-800-227-6477

Missouri
 Missouri One-Call System, Inc.
 1-800-344-7483

Montana
 Utilities Underground Protection Center
 1-800-424-5555
 Montana One Call Center
 1-800-551-8344

Nebraska
 Diggers Hotline of Nebraska
 1-800-331-5666

Nevada
 Underground Service Alert North
 1-800-227-2600

New Hampshire
 Dig Safe System, Inc.
 1-888-344-7233

New Jersey
 New Jersey One Call
 1-800-272-1000

New Mexico
 New Mexico One Call System, Inc.
 1-800-321-2537
 Las Cruces- Dona Ana Blue Stakes
 1-888-526-0400

New York
 Dig Safely New York
 1-800-962-7962
 New York City- Long Island One Call
 Center
 1-800-272-4480

North Carolina
 The North Carolina One-Call Center,
 Inc.
 1-800-632-4949

North Dakota
 North Dakota One-Call
 1-800-795-0555

Ohio
 Ohio Utilities Protection Service
 1-800-362-2764
 Oil & Gas Producers Underground
 Protect'n Svc
 1-800-925-0988

Oklahoma
 Call Okie
 1-800-522-6543

Oregon
 Oregon Utility Notification Center/One
 Call Concepts
 1-800-332-2344

Pennsylvania
 Pennsylvania One Call System, Inc.
 1-800-242-1776

Rhode Island
 Dig Safe System, Inc.
 1-888-344-7233

South Carolina
 Palmetto Utility Protection Service Inc.
 1-888-721-7877

South Dakota
 South Dakota One Call
 1-800-781-7474

Tennessee
 Tennessee One-Call System, Inc.
 1-800-351-1111

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ATTACHMENT 1 (Continued)

Texas

Texas One Call System
1-800-245-4545
Texas Excavation Safety System, Inc.
1-800-344-8377
Lone Star Notification Center
1-800-669-8344

Utah

Blue Stakes of Utah
1-800-662-4111

Vermont

Dig Safe System, Inc.
1-888-344-7233

Virginia

Miss Utility of Virginia
1-800-552-7001
Miss Utility (Northern Virginia)
1-800-257-7777

Washington

Utilities Underground Location Center
1-800-424-5555
Northwest Utility Notification Center
1-800-553-4344
Inland Empire Utility Coordinating
Council
509-456-8000

West Virginia

Miss Utility of West Virginia, Inc.
1-800-245-4848

Wisconsin

Diggers Hotline, Inc.
1-800-242-8511

Wyoming

Wyoming One-Call System, Inc.
1-800-348-1030
Call Before You Dig of Wyoming
1-800-849-2476

District of Columbia

Miss Utility
1-800-257-7777

Alberta

Alberta One-Call Corporation
1-800-242-3447

British Columbia

BC One Call
1-800-474-6886

Ontario

Ontario One-Call System
1-800-400-2255

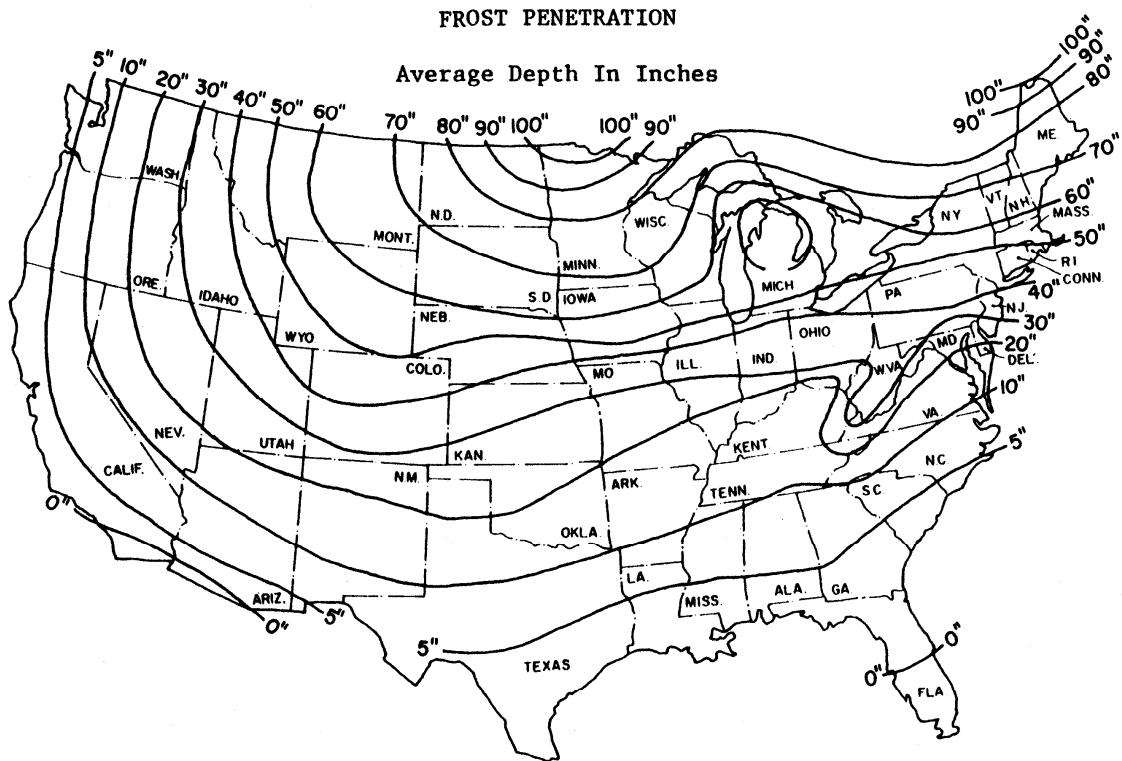
Quebec

Info-Excavation
1-800-663-9228

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ATTACHMENT 2

FROST LINE PENETRATION DEPTHS BY GEOGRAPHIC LOCATION



Courtesy U.S. Department Of Commerce

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**ATTACHMENT 3
UTILITY CLEARANCE FORM**

Client: _____ Project Name: _____
 Project No.: _____ Completed By: _____
 Location Name: _____ Work Date: _____
 Excavation Method/Overhead Equipment: _____

1. Underground Utilities Circle One
- a) Review of existing maps? yes no N/A
- b) Interview local personnel? yes no N/A
- c) Site visit and inspection? yes no N/A
- d) Excavation areas marked in the field? yes no N/A
- e) Utilities located in the field? yes no N/A
- f) Located utilities marked/added to site maps? yes no N/A
- g) Client contact notified yes no N/A
 Name _____ Telephone: _____ Date: _____
- g) State One-Call agency called? yes no N/A
 Caller: _____
 Ticket Number: _____ Date: _____
- h) Geophysical survey performed? yes no N/A
 Survey performed by: _____
 Method: _____ Date: _____
- i) Hand excavation performed (with concurrent use of utility yes no N/A
 detection device)?
 Completed by: _____
 Total depth: _____ feet Date: _____
- j) Trench/excavation probed? yes no N/A
 Probing completed by: _____
 Depth/frequency: _____ Date: _____
2. Overhead Utilities Present Absent
- a) Determination of nominal voltage yes no N/A
- b) Marked on site maps yes no N/A
- c) Necessary to lockout/insulate/re-route yes no N/A
- d) Document procedures used to lockout/insulate/re-route yes no N/A
- e) Minimum acceptable clearance (SOP Section 5.2): _____

3. Notes: _____

Approval:

 Site Manager/Field Operations Leader

 Date

c: PM/Project File
 Program File

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ATTACHMENT 4 OSHA LETTER OF INTERPRETATION

Mr. Joseph Caldwell
Consultant
Governmental Liaison
Pipeline Safety Regulations
211 Wilson Boulevard
Suite 700
Arlington, Virginia 22201

Re: Use of hydro-vacuum or non-conductive hand tools to locate underground utilities.

Dear Mr. Caldwell:

In a letter dated July 7, 2003, we responded to your inquiry of September 18, 2002, regarding the use of hydro-vacuum equipment to locate underground utilities by excavation. After our letter to you was posted on the OSHA website, we received numerous inquiries that make it apparent that aspects of our July 7 letter are being misunderstood. In addition, a number of industry stakeholders, including the National Utility Contractors Association (NUCA), have provided new information regarding equipment that is available for this work.

To clarify these issues, we are withdrawing our July 7 letter and issuing this replacement response to your inquiry.

Question: Section 1926.651 contains several requirements that relate to the safety of employees engaged in excavation work. Specifically, paragraphs (b)(2) and (b)(3) relate in part to the safety of the means used to locate underground utility installations that, if damaged during an uncovering operation, could pose serious hazards to employees.

Under these provisions, what constitutes an acceptable method of uncovering underground utility lines, and further, would the use of hydro-vacuum excavation be acceptable under the standard?

Answer

Background

Two sections of 29 CFR 1926 Subpart P (Excavations), 1926.651(Specific excavation requirements), govern methods for uncovering underground utility installations. Specifically, paragraph (b)(2) states:

When utility companies or owners cannot respond to a request to locate underground utility installations within 24 hours * * * or cannot establish the exact location of these installations, the employer may proceed, provided the employer does so with caution, and provided detection equipment or other acceptable means to locate utility installations are used. (emphasis added).

Paragraph (b)(3) provides:

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ATTACHMENT 4 (Continued)

When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means. (emphasis added).

Therefore, “acceptable means” must be used where the location of the underground utilities have not been identified by the utility companies and detection equipment is not used.

Subpart P does not contain a definition of either “other acceptable means” or “safe and acceptable means.” The preambles to both the proposed rule and the final rule discussed the rationale behind the wording at issue. For example, the preamble to the proposed rule, 52 Fed. Reg. 12301 (April 15, 1987), noted that a 1972 version of this standard contained language that specified “careful probing or hand digging” as the means to uncover utilities. The preamble then noted that an amendment to the 1972 standard later deleted that language “to allow other, *equally effective means* of locating such installations.” The preamble continued that in the 1987 proposed rule, OSHA again proposed using language in section (b)(3) that would provide another example of an acceptable method of uncovering utilities that could be used where the utilities have not been marked and detection equipment is not being used – “probing with hand-held tools.” This method was rejected in the final version of 29 CFR 1926. As OSHA explained in the preamble to the final rule, 54 Fed. Reg. 45916 (October 31, 1989):

OSHA received two comments * * * and input from ACCSH [OSHA’s Advisory Committee on Construction Safety and Health] * * * on this provision. All commenters recommended dropping ‘such as probing with hand-held tools’ from the proposed provision, because this could create a hazard to employees by damaging the installation or its insulation.

In other words, the commenters objected to the use of hand tools being used unless detection equipment was used in conjunction with them. OSHA then concluded its discussion relative to this provision by agreeing with the commentators and ultimately not including any examples of “acceptable means” in the final provision.

Non-conductive hand tools are permitted

This raises the question of whether the standard permits the use of hand tools alone -- without also using detection equipment. NUCA and other industry stakeholders have recently informed us that non-conductive hand tools that are appropriate to be used to locate underground utilities are now commonly available.

Such tools, such as a “shooter” (which has a non-conductive handle and a snub nose) and non-conductive or insulated probes were not discussed in the rulemaking. Since they were not considered at that time, they were not part of the class of equipment that was thought to be unsafe for this purpose. Therefore, we conclude that the use of these types of hand tools, when used with appropriate caution, is an “acceptable means” for locating underground utilities.

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ATTACHMENT 4 (Continued)

Hydro-vacuum excavation

It is our understanding that some hydro-vacuum excavation equipment can be adjusted to use a minimum amount of water and suction pressure. When appropriately adjusted so that the equipment will not damage underground utilities (especially utilities that are particularly vulnerable to damage, such as electrical lines), use of such equipment would be considered a “acceptable means” of locating underground utilities. However, if the equipment cannot be sufficiently adjusted, then this method would not be acceptable under the standard.

Other technologies

We are not suggesting that these are the only devices that would be “acceptable means” under the standard. Industry stakeholders have informed us that there are other types of special excavation equipment designed for safely locating utilities as well.

We apologize for any confusion our July 7 letter may have caused. If you have further concerns or questions, please feel free to contact us again by fax at: U.S. Department of Labor, OSHA, Directorate of Construction, Office of Construction Standards and Compliance Assistance, fax # 202-693-1689. You can also contact us by mail at the above office, Room N3468, 200 Constitution Avenue, N.W., Washington, D.C. 20210, although there will be a delay in our receiving correspondence by mail.

Sincerely,

Russell B. Swanson, Director
Directorate of Construction

NOTE: OSHA requirements are set by statute, standards and regulations. Our interpretation letters explain these requirements and how they apply to particular circumstances, but they cannot create additional employer obligations. This letter constitutes OSHA's interpretation of the requirements discussed. Note that our enforcement guidance may be affected by changes to OSHA rules. Also, from time to time we update our guidance in response to new information. To keep apprised of such developments, you can consult OSHA's website at <http://www.osha.gov>.



TETRA TECH

STANDARD OPERATING PROCEDURES

Number

GH-1.1

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Revision

2

Applicability

Tetra Tech, Inc.

Prepared

Earth Sciences Department

Subject

SITE RECONNAISSANCE

Approved

J. Zimmerly

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1.0 PURPOSE

The purpose of a site reconnaissance is to collect both general and technical information which will support the scoping, scheduling, implementing project activities, and writing reports for an environmental investigation. This procedure is not intended as a guide for Phase I investigations or for Environmental Baseline Survey activities.

2.0 SCOPE

This procedure is applicable to the performance of a site reconnaissance for initial site characterization. The steps necessary to develop and carry out a site reconnaissance are presented here. These steps include a list of equipment and items which may be needed, areas of special interest during field observations, and methods by which the field observation team can ensure that necessary and appropriate observations have been made.

3.0 GLOSSARY

Site reconnaissance. An onsite inspection program used to identify site-specific conditions that control scheduling, manpower, and affect costs. A site reconnaissance usually consists of visual observations and, often, the use of field monitoring instruments to identify potential health and safety threats and potential sampling locations for site evaluation during subsequent field investigations.

4.0 RESPONSIBILITIES

Field Operations Leader (FOL) is responsible for ensuring that the survey is carried out in sufficient detail. To accomplish this, the FOL must assign the proper personnel and equipment to characterize the site adequately, in accordance with the requirements defined in this procedure and best engineering practices. Other disciplines which may be applicable include (but are not limited to): Geology/Hydrogeology; Health and Safety; Ecological Specialists; and/or Engineering. In addition, the FOL is responsible for supervising equipment preparation, including necessary calibrations, and supervising field data collection and documentation in accordance with the methods described in all referenced standard operation procedures.

Project Manager is responsible for the following:

- Supervising the retrieval and examination of available, applicable information regarding the site.
- Obtaining appropriate program approvals and ensuring the preparation of a site Health and Safety plan for the site reconnaissance.
- Coordinating the field activities with the client and regulatory agencies, as applicable.

Field Personnel are primarily responsible for observing and documenting, either through written documentation or photographic evidence, the site reconnaissance. Field personnel will take direction from the FOL.

5.0 PROCEDURES

5.1 Equipment Items/Needed

Below is a list of items that may be useful when conducting a site reconnaissance. All, or a portion of these items may be required, depending upon the objective of the site reconnaissance.

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- Health and Safety equipment and information as required by the Site Safety Officer.
- Maps (U.S.G.S. quadrangle, geologic maps, street and highway maps, and client facility maps).
- Geologic tools (compass, tape measure, hand level, camera, etc.).
- Physical monitoring equipment, if applicable (PID, Immunoassay Test Kits, etc.)
- Regional publications (U.S.G.S reports, water well surveys, U.S.D.A. soil conservation surveys, etc.).
- Site-specific publications by previous investigators (EPA aerial photographic analyses, remedial investigation reports, data on waste disposal practices, boring logs, etc.).
- Marking items (ink markers, surveyor's flagging, spray paint, pin flags, wooden stakes).
- Field notebooks.
- Local telephone book with yellow pages (for obtaining utilities, site trailer, living accommodations, etc.).

Sufficient time will be required in order to obtain some of the aforementioned material. In general, most publications can be obtained in time to be used in the site reconnaissance if ordered approximately 2 weeks before the actual site visit takes place.

5.2 Observations

A site reconnaissance usually requires one to two days, however, additional time may be needed depending upon the objective, site size, etc. The following observations, when applicable, should be documented either on a site map, field notebook, or photographed.

- General Site Access. It should be noted whether site roads provide access to all proposed work locations, or if it will be necessary to prepare access roads with either a backhoe, dozer, chain saws, etc., in order to get drill rigs, excavators, or other work vehicles to specific locations. If temporary driveways must be constructed from existing public roads, regulatory permits may be required. Military facilities may have specific security requirements which require detailed clearance procedures.
- Location of the Command Post or Site Trailer and Sanitary Facilities. The ideal location for the site trailer and sanitary facilities is a level area, within an uncontaminated zone, and centralized in order to provide easy access to work areas on the site. However, certain utility companies may require that the site trailer be placed within a specified radius (usually 100 feet), of the nearest utility pole. Contact the necessary utility companies and inquire about the requirements regarding service before conducting the site reconnaissance. Information that may be required by the utility companies is: type of electric service needed (inquire with trailer vendor for this information); and utility pole number of interest (pole numbers are usually stamped on a brass plate on the pole).
- Potable Water Sources. Local fire departments may allow access to fire hydrants. Private water delivery companies may also be available in the area.
- Sources of Possible Contamination. Drums, tanks, sludge areas, areas of stressed vegetation, fill areas, and leachate seeps may indicate where sources of contamination exist. Filler pipes protruding from the ground surface may indicate the presence of underground storage tanks. Areas where the

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original ground surface has been reworked may be contaminated fill areas that have since been buried and covered with natural material. Previous environmental investigations may also identify source areas.

- Location of Decon Areas and Storage/Disposal Areas for Equipment and Wastes Generated by Field Activities.
- Locations of Surface Water Bodies. The locations of surface water bodies, both man-made and natural, and their relation to topographic highs may give an indication of the groundwater flow direction in the area (groundwater flow typically follows topography with the topographic highs serving as groundwater recharge areas, and the surface waters at topographic lows serve as groundwater discharge areas). Visible signs of contamination, the existence of aquatic life, flow rates, and approximate levels should also be observed and noted. Check if the surface water bodies could potentially be impacted by field activities. If so, appropriate sedimentation and erosion controls will be required.
- Existing Wells. Existing monitoring wells, or domestic wells within the site and off site, should be noted on a map, and access checked to see if the wells can be used for data collection.
- Outcrops. Outcrops can be useful in providing hydrogeologic data (lithologic description, strike and dip information, fracture and joint system analysis, identification of moist zones, etc.) Outcrops may occur naturally or be a part of a man-made feature such as a road-cut.
- Lineaments. A lineament is a straight lengthy feature on the earth's surface which is expressed topographically as a line of depression. Stream beds, vegetation patterns or soil characteristics may be aligned or controlled by this feature. Lineaments are due in some cases to the presence of intense jointing or faults beneath the ground surface. Groundwater in the bedrock may follow lineaments. Lineaments should be noted on site maps and described in the field notebooks.
- Bench or Property Markers. Benchmarks or property markers should be marked with paint or surveyor's flagging if encountered during a site reconnaissance. Surveyors may need to use these markers as a reference point when surveying. Benchmarks are typically a brass plate secured in concrete in the ground with numbering on the top. Property markers can range from a stake driven into the ground to a rock protruding from the ground surface. Facility contacts may also be aware of local benchmarks used during the course of other environmental or public work projects.
- Metal Cultural Effects. Overhead power lines, railroad tracks, junk automobiles, fences, etc. will greatly affect certain geophysical surveys. These features should be noted while conducting a site reconnaissance.

6.0 RECORDS

The data collected during a site reconnaissance may have to be compiled into a trip report when returning from the field. This trip report can then be distributed to the project team. A site reconnaissance checklist is located in Attachment A which can be copied and used while conducting the site reconnaissance.

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ATTACHMENT A

SITE RECONNAISSANCE CHECKLIST

SITE SKETCH

Include the following as appropriate:

- Site Name
- Site location
- Site Boundaries
- Entrance locations
- Access Roads and Security Requirements
- Disposal locations
- Storage areas
- Office areas
- Well locations
- Treatment facility locations
- Surface drainage, outcrops, general topography descriptions
- Cultural interferences

CHEMICAL STORAGE FACILITIES DESCRIPTION

- Storage tanks - numbers, volumes, condition, contents, etc.
- Drums - number, conditions, labeling, etc.
- Lagoons and surface pits - number, size, use of liner, contents, etc.

TREATMENT SYSTEMS

Note the presence of any treatment systems. These can be difficult to evaluate visually. One should appraise general appearance, maintenance and visual integrity; ask operators for any monitoring records; note presence of odors; and visually characterize any effluents or residues. Describe type of wastes and volumes treated.

- Incinerators
- Flocculation/filtration
- Chemical/physical treatment
- Biological treatment
- Volume reduction
- Waste recycling
- Compositing
- Other

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**ATTACHMENT A
SITE RECONNAISSANCE CHECKLIST
PAGE TWO**

DISPOSAL FACILITIES

Note the presence and use of any of the following operations. Include a description of the size, use of liners, soil type, and the presence of leachate. Provide a description of management practices. Interview site workers if possible. Describe waste types.

- Landfills
- Land forms
- Open dump
- Surface impoundment
- Underground injection
- Incineration

Also, records for disposal of concentrated/containerized waste should be reviewed.

HAZARDOUS SUBSTANCE CHARACTERISTICS

Ask facility contacts for manifests, inventories, or monitoring reports. Note markings on containers.

- Chemical identities
- Quantities
- Hazard characteristics (toxic, explosive, flammable, etc.)
- Container markings
- Monitoring data, other analytical data
- Physical state (liquid, solid, gas, sludge)

CHEMICAL PROCESS INFORMATION

- Manufacturing processes and chemicals
- Off-specification or by-product disposal processes
- Housekeeping practices
- Locations of Plant Operations

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**ATTACHMENT A
SITE RECONNAISSANCE CHECKLIST
PAGE THREE**

HYDROGEOLOGIC ASSESSMENT

Look for situations that promote hazardous substance migration, i.e., porous soils, fractured bedrock formations, shallow water table and karst features.

- Soil type
- Surface water features
- Surface drainage pattern
- Outcrop studies
- Water wells (use, water depth, and construction details)
- Erosion potential
- Flooding potential
- Climatology

IDENTIFICATION OF SENSITIVE RECEPTORS

- Number and locations of private homes
- Public buildings including tenant usage
- Areas of dead or dying vegetation or animals
- Presence of sensitive ecosystems (wetlands, tidal marshes, etc.)
- Other public use areas (roads, parks, etc.)
- Natural areas



TETRA TECH

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2

Applicability

Tetra Tech, Inc.

Prepared

Earth Sciences Department

Subject

SOIL AND ROCK DRILLING METHODS

Approved

J. Zimmerly

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FIGURE

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1	STANDARD SIZES OF CORE BARRELS AND CASING 20

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1.0 PURPOSE

The purpose of this procedure is to describe the methods and equipment necessary to perform soil and rock borings and identify the equipment, sequence of events, and appropriate methods necessary to obtain soil, both surface and subsurface, and rock samples during field sampling activities.

2.0 SCOPE

This guideline addresses most of the accepted and standard drilling techniques, their benefits, and drawbacks. It should be used generally to determine what type of drilling techniques would be most successful depending on site-specific geologic conditions and the type of sampling required.

The sampling methods described within this procedure are applicable to collecting surface and subsurface soil samples, and obtaining rock core samples for lithologic and hydrogeologic evaluation, excavation/foundation design, remedial alternative design and related civil engineering purposes.

3.0 GLOSSARY

Rock Coring - A method in which a continuous solid cylindrical sample of rock or compact rock-like soil is obtained by the use of a double tube core barrel that is equipped with an appropriate diamond-studded drill bit which is advanced with a hydraulic rotary drilling machine.

Wire-Line Coring - As an alternative to conventional coring, this technique is valuable in deep hole drilling, since this method eliminates trips in and out of the hole with the coring equipment. With this technique, the core barrel becomes an integral part of the drill rod string. The drill rod serves as both a coring device and casing.

4.0 RESPONSIBILITIES

Project Manager - In consultation with the project geologist, the Project Manager is responsible for evaluating the drilling requirements for the site and specifying drilling techniques that will be successful given the study objectives and the known or suspected geologic conditions at the site. The Project Manager also determines the disposal methods for products generated by drilling, such as drill cuttings and well development water, as well as any specialized supplies or logistical support required for the drilling operations.

Field Operations Leader (FOL) - The FOL is responsible for the overall supervision and scheduling of drilling activities, and is strongly supported by the project geologist.

Project Geologist - The project geologist is responsible for ensuring that standard and approved drilling procedures are followed. The geologist will generate a detailed boring log for each test hole. This log shall include a description of materials, samples, method of sampling, blow counts, and other pertinent drilling and testing information that may be obtained during drilling (see SOPs SA-6.3 and GH-1.5). Often this position for inspecting the drilling operations may be filled by other geotechnical personnel, such as soils and foundation engineers, civil engineers, etc.

Determination of the exact location for borings is the responsibility of the site geologist. The final location for drilling must be properly documented on the boring log. The general area in which the borings are to be located will be shown on a site map included in the Work Plan and/or Sampling and Analysis Plan.

Drilling Subcontractor - Operates under the supervision of the FOL. Responsible for obtaining all drilling permits and clearances, and supplying all services (including labor), equipment and material required to

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perform the drilling, testing, and well installation program, as well as maintenance and quality control of such required equipment except as stated in signed and approved subcontracts.

The driller must report any major technical or analytical problems encountered in the field to the FOL within 24 hours of determination, and must provide advance written notification of any changes in field procedures, describing and justifying such changes. No such changes shall be made unless requested and authorized in writing by the FOL (with the concurrence of the Project Manager). Depending on the subcontract, the Project Manager may need to obtain written authorization from appropriate administrative personnel before approving any changes.

The drilling subcontractor is responsible for following decontamination procedures specified in the project plan documents. Upon completion of the work, the driller is responsible for demobilizing all equipment, cleaning up any materials deposited on site during drilling operations, and properly backfilling any open borings.

5.0 PROCEDURES

5.1 General

The purpose of drilling boreholes is:

- To determine the type, thickness, and certain physical and chemical properties of the soil, water and rock strata which underlie the site.
- To install monitoring wells or piezometers.

All drilling and sampling equipment will be cleaned between samples and borings using appropriate decontamination procedures as outlined in SOP SA-7.1. Unless otherwise specified, it is generally advisable to drill borings at "clean" locations first, and at the most contaminated locations last, to reduce the risk of spreading contamination between locations. All borings must be logged by the site geologist as they proceed (see SOPs SA-6.3 and GH-1.5). Situations where logging would not be required would include installation of multiple well points within a small area, or a "second attempt" boring adjacent to a boring that could not be continued through resistant material. In the latter case, the boring log can be resumed 5 feet above the depth at which the initial boring was abandoned, although the site geologist should still confirm that the stratigraphy at the redrilled location conforms essentially with that encountered at the original location. If significant differences are seen, each hole should be logged separately.

5.2 Drilling Methods

The selected drilling methods described below apply to drilling in subsurface materials, including, but not limited to, sand, gravel, clay, silt, cobbles, boulders, rock and man-made fill. Drilling methods should be selected after studying the site geology and terrain, the waste conditions at the site, and reviewing the purpose of drilling and the overall subsurface investigation program proposed for the site. The full range of different drilling methods applicable to the proposed program should be identified with final selection based on relative cost, availability, time constraints, and how well each method meets the sampling and testing requirements of the individual drilling program.

5.2.1 Continuous-Flight Hollow-Stem Auger Drilling

This method of drilling consists of rotating augers with a hollow stem into the ground. Cuttings are brought to the surface by the rotating action of the auger. This method is relatively quick and inexpensive. Advantages of this type of drilling include:

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- Samples can be obtained without pulling the augers out of the hole. However, this is a poor method for obtaining grab samples from thin, discrete formations because of mixing of soils which occurs as the material is brought to the surface. Sampling of such formations requires the use of split-barrel or thin-wall tube samplers advanced through the hollow core of the auger.
- No drilling fluids are required.
- A well can be installed inside the auger stem and backfilled as the augers are withdrawn.

Disadvantages and limitations of this method of drilling include:

- Augering can only be done in unconsolidated materials.
- The inside diameter of hollow stem augers used for well installation should be at least 4 inches greater than the well casing. Use of such large-diameter hollow-stem augers is more expensive than the use of small-diameter augers in boreholes not used for well installation. Furthermore, the density of unconsolidated materials and depths become more of a limiting factor. More friction is produced with the larger diameter auger and subsequently greater torque is needed to advance the boring.
- The maximum effective depth for drilling is 150 feet or less, depending on site conditions and the size of augers used.
- In augering through clean sand formations below the water table, the sand will tend to flow into the hollow stem when the plug is removed for soil sampling or well installation. If the condition of "running" or "flowing" sands is persistent at a site, an alternative method of drilling is recommended, in particular for wells or boreholes deeper than 25 feet.

Hollow-stem auger drilling is the preferred method of drilling. Most alternative methods require the introduction of water or mud downhole (air rotary is the exception) to maintain the open borehole. With these other methods, great care must be taken to ensure that the method does not interfere with the collection of a representative sample (which may be the prime objective of the borehole construction). With this in mind, the preferred order of choice of drilling method after hollow-stem augering (HSA) is:

- Cable tool
- Casing drive (air)
- Air rotary
- Mud rotary
- Rotosonic
- Drive and wash
- Jetting

However, the use of any method will also depend on efficiency and cost-effectiveness. In many cases, mud rotary is the only feasible alternative to hollow-stem augering. Thus, mud rotary drilling is generally acceptable as a first substitute for HSA.

The procedures for sampling soils through holes drilled by hollow-stem auger shall conform with the applicable ASTM Standards: D1587-83 and D1586-84. The guidelines established in SOP SA-1.3 shall also be followed. The hollow-stem auger may be advanced by any power-operated drilling machine having sufficient torque and ram range to rotate and force the auger to the desired depth. The machine must, however, be equipped with the accessory equipment needed to perform required sampling, or rock coring.

The hollow-stem auger may be used without the plug when boring for geotechnical examination or for well installation. However, when drilling below the water table, specially designed plugs which allow

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passage of formation water but not solid material shall be used (see Reference 1 of this guideline). This drilling configuration method also prevents blow back and plugging of the auger when the plug is removed for sampling.

Alternately, it may be necessary to keep the hollow stem full of water, at least to the level of the water table, to prevent blowback and plugging of the auger. If water is added to the hole, it must be sampled and analyzed to determine if it is free from contaminants prior to use. In addition, the amount of water introduced, the amount recovered upon attainment of depth, and the amount of water extracted during well development must be carefully logged in order to ensure that a representative sample of the formation water can be obtained. Well development should occur as soon after well completion as practicable (see SOP GH-2.8 for well development procedures). If gravelly or hard material is encountered which prevents advancing the auger to the desired depth, augering should be halted and either driven casing or hydraulic rotary methods should be attempted. If the depth to the bedrock/soil interface and bedrock lithology must be determined, then a 5-foot confirmatory core run should be conducted (see Section 5.2.9).

At the option of the Field Operations Leader (in communication with the Project Manager), when resistant materials prevent the advancement of the auger, a new boring can be attempted. The original boring must be properly backfilled and the new boring started a short distance away at a location determined by the site geologist. If multiple water bearing strata were encountered, the original boring must be grouted. In some formations, it may be prudent to also grout borings which penetrate only the water table aquifer, since loose soil backfill in the boring may still provide a preferred pathway for surface liquids to reach the water table. Backfilling requirements may also be driven by state or local regulations.

5.2.2 Continuous-Flight Solid-Stem Auger Drilling

This drilling method is similar to hollow-stem augering. Practical application of this method is severely restricted compared to use of hollow-stem augers. Split-barrel (split-spoon) sampling cannot be performed without pulling the augers out, which may allow the hole to collapse. The continuous-flight solid-stem auger drilling method is therefore very time consuming and is not cost effective. Also, augers would have to be withdrawn before installing a monitoring well, which again, may allow the hole to collapse. Furthermore, geologic logging by examining the soils brought to the surface is unreliable, and depth to water may be difficult to determine while drilling.

There would be very few situations where use of a solid-stem auger would be preferable to other drilling methods. The only practical applications of this method would be to drill boreholes for well installation where no lithologic information is desired and the soils are such that the borehole can be expected to remain open after the augers are withdrawn. Alternatively, this technique can be used to find depth to bedrock in an area when no other information is required from drilling.

5.2.3 Rotary Drilling

Direct rotary drilling includes air-rotary and fluid-rotary drilling. For air or fluid-rotary drilling, the rotary drill may be advanced to the desired depth by any power-operated drilling machine having sufficient torque and ram range to rotate and force the bit to the desired depth. The drilling machine must, however, be equipped with any accessory equipment needed to perform required sampling, or coring. Prior to sampling, any settled drill cuttings in the borehole must be removed.

Air-rotary drilling is a method of drilling where the drill rig simultaneously turns and exerts a downward pressure on the drilling rods and bit while circulating compressed air down the inside of the drill rods, around the bit, and out the annulus of the borehole. Air circulation serves to both cool the bit and remove the cuttings from the borehole. Advantages of this method include:

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- The drilling rate is high (even in rock).
- The cost per foot of drilling is relatively low.
- Air-rotary rigs are common in most areas.
- No drilling fluid is required (except when water is injected to keep down dust).
- The borehole diameter is large, to allow room for proper well installation procedures.

Disadvantages to using this method include:

- Formations must be logged from the cuttings that are blown to the surface and thus the depths of materials logged are approximate.
- Air blown into the formation during drilling may "bind" the formation and impede well development and natural groundwater flow.
- In-situ samples cannot be taken, unless the hole is cased.
- Casing must generally be used in unconsolidated materials.
- Air-rotary drill rigs are large and heavy.
- Large amounts of Investigation Derived Waste (IDW) may be generated which may require containerization, sampling, and off-site disposal.

A variation of the typical air-rotary drill bit is a down hole hammer which hammers the drill bit down as it drills. This makes drilling in hard rock faster. Air-rotary drills can also be adapted to use for rock coring although they are generally slower than other types of core drills. A major application of the air-rotary drilling method would be to drill holes in rock for well installation.

Fluid-Rotary drilling operates in a similar manner to air-rotary drilling except that a drilling fluid ("mud") or clean water is used in place of air to cool the drill bit and remove cuttings. There are a variety of fluids that can be used with this drilling method, including bentonite slurry and synthetic slurries. If a drilling fluid other than water/cuttings is used, it must be a natural clay (i.e., bentonite) and a "background" sample of the fluid should be taken for analysis of possible organic or inorganic contaminants.

Advantages to the fluid-rotary drilling method include:

- The ability to drill in many types of formations.
- Relatively quick and inexpensive.
- Split-barrel (split-spoon) or thin-wall (Shelby) tube samples can be obtained without removing drill rods if the appropriate size drill rods and bits (i.e., fish-tail or drag bit) are used.
- In some borings temporary casing may not be needed as the drilling fluids may keep the borehole open.
- Drill rigs are readily available in most areas.

Disadvantages to this method include:

- Formation logging is not as accurate as with hollow-stem auger method if split-barrel (split-spoon) samples are not taken (i.e., the depths of materials logged from cuttings delivered to the surface are approximate).

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- Drilling fluids reduce permeability of the formation adjacent to the boring to some degree, and require more extensive well development than "dry" techniques (augering, air-rotary).
- No information on depth to water is obtainable while drilling.
- Fluids are needed for drilling, and there is some question about the effects of the drilling fluids on subsequent water samples obtained. For this reason as well, extensive well development may be required.
- In very porous materials (i.e., rubble fill, boulders, coarse gravel) drilling fluids may be continuously lost into the formation. This requires either constant replenishment of the drilling fluid, or the use of casing through this formation.
- Drill rigs are large and heavy, and must be supported with supplied water.
- Groundwater samples can be potentially diluted with drilling fluid.

The procedures for performing direct rotary soil investigations and sampling shall conform with the applicable ASTM standards: D2113-83, D1587-83, and D1586-84.

Soil samples shall be taken as specified by project plan documents, or more frequently, if requested by the project geologist. Any required sampling shall be performed by rotation, pressing, or driving in accordance with the standard or approved method governing use of the particular sampling tool.

When field conditions prevent the advancement of the hole to the desired depth, a new boring may be drilled at the request of the Field Operations Leader. The original boring shall be backfilled using methods and materials appropriate for the given site and a new boring started a short distance away at a location determined by the project geologist.

5.2.4 Rotosonic Drilling

The Rotosonic drilling method employs a high frequency vibrational and low speed rotational motion coupled with down pressure to advance the cutting edge of a drill string. This produces a uniform borehole while providing a continuous, undisturbed core sample of both unconsolidated and most bedrock formations. Rotosonic drilling advances a 4-inch diameter to 12-inch diameter core barrel for sampling and can advance up to a 12-inch diameter outer casing for the construction of standard and telescoped monitoring wells. During drilling, the core barrel is advanced ahead of the outer barrel in increments as determined by the site geologist and depending upon type of material, degree of subsurface contamination and sampling objectives.

The outer casing can be advanced at the same time as the inner drill string and core barrel, or advanced down over the inner drill rods and core barrel, or after the core barrel has moved ahead to collect the undisturbed sample and has been pulled out of the borehole. The outer casing can be advanced dry in most cases, or can be advanced with water or air depending upon the formations being drilled, the depth and diameter of the hole, or requirements of the project.

Advantages of this method include:

- Sampling and well installation are faster as compared to other drilling methods.
- Continuous sampling, with larger sample volume as compared to split-spoon sampling.

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- The ability to drill through difficult formations such as cobbles or boulders, hard till and bedrock.
- Reduction of IDW by an average of 70 to 80 percent.
- Well installations are quick and controlled by elimination of potential bridging of annular materials during well installation, due to the ability to vibrate the outer casing during removal.

Disadvantages include:

- The cost for Rotosonic drilling as compared to other methods are generally higher. However, the net result can be a significant savings considering reduced IDW and shortened project duration.
- Rotosonic drill rigs are large and need ample room to drill, however, Rotosonic units can be placed on the ground or placed on an ATV.
- There are a limited number of Rotosonic drilling contractors at the present time.

5.2.5 Reverse Circulation Rotary Drilling

The common reverse-circulation rig is a water or mud-rotary rig with a large-diameter drill pipe which circulates the drilling water down the annulus and up the inside of the drill pipe (reverse flow direction from direct mud-rotary). This type of rig is used for the construction of large-capacity production water wells and is not suited for small, water quality sampling wells because of the use of drilling muds and the large-diameter hole which is created. A few special reverse-circulation rotary rigs are made with double-wall drill pipe. The drilling water or air is circulated down the annulus between the drill pipes and up inside the inner pipe.

Advantages of the latter method include:

- The formation water is not contaminated by the drilling water.
- Formation samples can be obtained, from known depths.
- When drilling with air, immediate information is available regarding the water-bearing properties of formations penetrated.
- Collapsing of the hole in unconsolidated formations is not as great a problem as when drilling with the normal air-rotary rig.

Disadvantages include:

- Double-wall, reverse-circulation drill rigs are rare and expensive to operate.
- Placing cement grout around the outside of the well casing above a well screen often is difficult, especially when the screen and casing are placed down through the inner drill pipe before the drill pipe is pulled out.

5.2.6 Drill-through Casing Driver

The driven-casing method consists of alternately driving casing (fitted with a sharp, hardened casing shoe) into the ground using a hammer lifted and dropped by the drill rig (or an air-hammer) and cleaning out the casing using a rotary chopping bit and air or water to flush out the materials. The casing is driven down in stages (usually 5 feet per stage); a continuous record is kept of the blows per foot in driving the

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casing (see SOP GH-1.5). The casing is normally advanced by a 300-pound hammer falling freely through a height of 30 inches. Simultaneous washing and driving of the casing is not recommended. If this procedure is used, the elevations within which wash water is used and in which the casing is driven must be clearly recorded.

The driven casing method is used in unconsolidated formations only. When the boring is to be used for later well installation, the driven casing used should be at least 4 inches larger in diameter than the well casing to be installed. Advantages to this method of drilling include:

- Split-barrel (split-spoon) sampling can be conducted while drilling.
- Well installation is easily accomplished.
- Drill rigs used are relatively small and mobile.
- The use of casing minimizes flow into the hole from upper water-bearing layers; therefore, multiple aquifers can be penetrated and sampled for rough field determinations of some water quality parameters.

Some of the disadvantages include:

- This method can only be used in unconsolidated formations.
- The method is slower than other methods (average drilling progress is 30 to 50 feet per day).
- Maximum depth of the borehole varies with the size of the drill rig and casing diameter used, and the nature of the formations drilled.
- The cost per hour or per foot of drilling may be substantially higher than other drilling methods.
- It is difficult and time consuming to pull back the casing if it has been driven very deep (deeper than 50 feet in many formations).

5.2.7 Cable Tool Drilling

A cable tool rig uses a heavy, solid-steel, chisel-type drill bit ("tool") suspended on a steel cable, which when raised and dropped, chisels or pounds a hole through the soils and rock. Drilling progress may be expedited by the use of "slip-jars" which serve as a cable-activated down hole percussion device to hammer the bit ahead.

When drilling through the unsaturated zone, some water must be added to the hole. The cuttings are suspended in the water and then bailed out periodically. Below the water table, after sufficient ground water enters the borehole to replace the water removed by bailing, no further water needs to be added. When soft caving formations are encountered, it is usually necessary to drive casing as the hole is advanced to prevent collapse of the hole. Often the drilling can be only a few feet below the bottom of the casing. Because the drill bit is lowered through the casing, the hole created by the bit is smaller than the casing. Therefore, the casing (with a sharp, hardened casing shoe on the bottom) must be driven into the hole (see Section 5.2.5 of this guideline).

Advantages of the cable-tool method include the following:

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- Information regarding water-bearing zones is readily available during the drilling. Even relative permeabilities and rough water quality data from different zones penetrated can be obtained by skilled operators.
- The cable-tool rig can operate satisfactorily in all formations, but is best suited for caving, boulder, cobble or coarse gravel type formations (e.g., glacial till) or formations with large cavities above the water table (such as limestones).
- When casing is used, the casing seals formation water out of the hole, preventing down hole contamination and allowing sampling of deeper aquifers for field-measurable water quality parameters.
- Split-barrel (split-spoon) or thin-wall (Shelby) tube samples can be collected through the casing.

Disadvantages include:

- Drilling is slow compared with rotary rigs.
- The necessity of driving the casing in unconsolidated formations requires that the casing be pulled back if exposure of selected water-bearing zones is desired. This process complicates the well completion process and often increases costs. There is also a chance that the casing may become stuck in the hole.
- The relatively large diameters required (minimum of 4-inch casing) plus the cost of steel casing result in higher costs compared to rotary drilling methods where casing is not required (e.g., such use of a hollow-stem auger).
- Cable-tool rigs have largely been replaced by rotary rigs. In some parts of the U.S., availability may be difficult.

5.2.8 Jet Drilling (Washing)

Jet drilling, which should be used only for piezometer or vadose zone sampler installation, consists of pumping water or drilling mud down through a small diameter (1/2- to 2-inch) standard pipe (steel or PVC). The pipe may be fitted with a chisel bit or a special jetting screen. Formation materials dislodged by the bit and jetting action of the water are brought to the surface through the annulus around the pipe. As the pipe is jetted deeper, additional lengths of pipe may be added at the surface.

Jet percussion is a variation of the jetting method, in which the casing is driven with a drive weight. Normally, this method is used to place 2-inch-diameter casing in shallow, unconsolidated sand formations, but this method has also been used to install 3- to 4-inch-diameter casings to a depth of 200 feet.

Jetting is acceptable in very soft formations, usually for shallow sampling, and when introduction of drilling water to the formation is acceptable. Such conditions would occur during rough stratigraphic investigation or installation of piezometers for water level measurement. Advantages of this method include:

- Jetting is fast and inexpensive.
- Because of the small amount of equipment required, jetting can be accomplished in locations where access by a normal drilling rig would be very difficult. For example, it would be possible to jet down a well point in the center of a lagoon at a fraction of the cost of using a drill rig.

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- Jetting numerous well points just into a shallow water table is an inexpensive method for determining the water table contours, hence flow direction.

Disadvantages include the following:

- A large amount of foreign water or drilling mud is introduced above and into the formation to be sampled.
- Jetting is usually done in very soft formations which are subject to caving. Because of this caving, it is often not possible to place a grout seal above the screen to assure that water in the well is only from the screened interval.
- The diameter of the casing is usually limited to 2 inches.
- Jetting is only possible in very soft formations that do not contain boulders or coarse gravel, and the depth limitation is shallow (about 30 feet without jet percussion equipment).
- Large quantities of water are often needed.

5.2.9 Drilling with a Hand Auger

This method is applicable wherever the formation, total depth of sampling, and the site and groundwater conditions are such as to allow hand auger drilling. Hand augering can also be considered at locations where drill rig access is not possible. All hand auger borings will be performed according to ASTM D1452-80.

Samples should be taken continuously unless otherwise specified by the project plan documents. Any required sampling is performed by rotation, pressing, or driving in accordance with the standard or approved method governing use of the particular sampling tool. Typical equipment used for sampling and advancing shallow "hand auger" holes are Iwan samplers (which are rotated) or post hole diggers (which are operated like tongs). These techniques are slow but effective where larger pieces of equipment do not have access, and where very shallow holes are desired (less than 15 feet). Surficial soils must be composed of relatively soft and non-cemented formations to allow penetration by the auger.

5.2.10 Rock Drilling and Coring

When soil borings cannot be continued using augers or rotary methods due to the hardness of the soil or when rock or large boulders are encountered, drilling and sampling can be performed using a diamond bit corer in accordance with ASTM D2113.

Drilling is done by rotating and applying downward pressure to the drill rods and drill bit. The drill bit is a circular, hollow, diamond-studded bit attached to the outer core barrel in a double-tube core barrel. The use of single-tube core barrels is not recommended, as the rotation of the barrel erodes the sample and limits its use for detailed geological evaluation. Water or air is circulated down through the drill rods and annular space between the core barrel tubes to cool the bit and remove the cuttings. The bit cuts a core out of the rock which rises into an inner barrel mounted inside the outer barrel. The inner core barrel and rock core are removed by lowering a wire line with a coupling into the drill rods, latching onto the inner barrel and withdrawing the inner barrel. A less efficient variation of this method utilizes a core barrel that cannot be removed without pulling all of the drill rods. This variation is practical only if less than 50 feet of core is required.

Core borings are made through the casing used for the soil borings. The casing must be driven and sealed into the rock formation to prevent seepage from the overburden into the hole to be cored (see

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Section 5.3 of this guideline). A double-tube core barrel with a diamond bit and reaming shell or equivalent should be used to recover rock cores of a size specified in the project plans. The most common core barrel diameters are listed in Attachment A.

Soft or decomposed rock should be sampled with a driven split-barrel whenever possible or cored with a Denison or Pitcher sampler.

When coring rock, including shale and claystone, the speed of the drill and the drilling pressure, amount and pressure of water, and length of run can be varied to give the maximum recovery from the rock being drilled. Should any rock formation be so soft or broken that the pieces continually fall into the hole causing unsatisfactory coring, the hole should be reamed and a flush-joint casing installed to a point below the broken formation. The size of the flush-joint casing must permit securing the core size specified. When soft or broken rock is anticipated, the length of core runs should be reduced to less than 5 feet to avoid core loss and minimize core disturbance.

Advantages of core drilling include:

- Undisturbed rock cores can be recovered for examination and/or testing.
- In formations in which the cored hole will remain open without casing, water from the rock fractures may be recovered from the well without the installation of a well screen and gravel pack.
- Formation logging is extremely accurate.
- Drill rigs are relatively small and mobile.

Disadvantages include:

- Water or air is needed for drilling.
- Coring is slower than rotary drilling (and more expensive).
- Depth to water cannot accurately be determined if water is used for drilling.
- The size of the borehole is limited.

This drilling method is useful if accurate determinations of rock lithology are desired or if open wells are to be installed into bedrock. To install larger diameter wells in coreholes, the hole must be reamed out to the proper size after boring, using air or mud rotary drilling methods.

5.2.11 Drilling & Support Vehicles

In addition to the drilling method required to accomplish the objectives of the field program, the type of vehicle carrying the drill rig and/or support equipment and its suitability for the site terrain, will often be an additional deciding factor in planning the drilling program. The types of vehicles available are extensive, and depend upon the particular drilling subcontractor's fleet. Most large drilling subcontractors will have a wide variety of vehicle and drill types suited for most drilling assignments in their particular region, while smaller drilling subcontractors will usually have a fleet of much more limited diversity. The weight, size, and means of locomotion (tires, tracks, etc.) of the drill rig must be selected to be compatible with the site terrain to assure adequate mobility between borehole locations. Such considerations also apply to necessary support vehicles used to transport water and/or drilling materials to the drill rigs at the borehole locations. When the drill rigs or support vehicles do not have adequate mobility to easily traverse the site, provisions must be made for assisting equipment, such as bulldozers, winches, timber planking, etc., to maintain adequate progress during the drilling program.

Some of the typical vehicles which are usually available for drill rigs and support equipment are:

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- Totally portable drilling/sampling equipment, where all necessary components (tripods, samplers, hammers, catheads, etc.) may be hand carried to the borehole site. Drilling/sampling methods used with such equipment include:
 - Hand augers and lightweight motorized augers.
 - Retractable plug samplers--driven by hand (hammer).
 - Motorized cathead - a lightweight aluminum tripod with a small gas-engine cathead mounted on one leg, used to install small-diameter cased borings. This rig is sometimes called a "monkey on a stick."
- Skid-mounted drilling equipment containing a rotary drill or engine-driven cathead (to lift hammers and drill string), a pump, and a dismantled tripod. The skid is pushed, dragged, or winched (using the cathead drum) between boring locations.
- Small truck-mounted drilling equipment using a Jeep, stake body or other light truck (4 to 6 wheels), upon which are mounted the drill and/or a cathead, a pump, and a tripod or small drilling derrick. On some rigs, the drill and/or a cathead are driven by a power take-off from the truck, instead of by a separate engine.
- Track-mounted drilling equipment is similar to truck-mounted rigs, except that the vehicle used has wide bulldozer tracks for traversing soft ground. Sometimes a continuous-track "all terrain vehicle" is also modified for this purpose. Some types of tracked drill rigs are called "bombardier" or "weasel" rigs.
- Heavy truck-mounted drilling equipment is mounted on tandem or dual tandem trucks to transport the drill, derrick, winches, and pumps or compressors. The drill may be provided with a separate engine or may use a power take-off from the truck engine. Large augers, hydraulic rotary and reverse circulation rotary drilling equipment are usually mounted on such heavy duty trucks. For soft-ground sites, the drilling equipment is sometimes mounted on vehicles having low pressure, very wide diameter tires and capable of floating; these vehicles are called "swamp buggy" rigs.
- Marine drilling equipment is mounted on various floating equipment for drilling borings in lakes, estuaries and other bodies of water. The floating equipment varies, and is often manufactured or customized by the drilling subcontractor to suit specific drilling requirements. Typically, the range of flotation vehicles include:
 - Barrel-float rigs - a drill rig mounted on a timber platform buoyed by empty 55-gallon drums or similar flotation units.
 - Barge-mounted drill rigs.
 - Jack-up platforms - drilling equipment mounted on a floating platform having retractable legs to support the unit on the sea or lake bed when the platform is jacked up out of the water.
 - Drill ships - for deep ocean drilling.

In addition to the mobility for the drilling equipment, similar consideration must be given for equipment to support the drilling operations. Such vehicles or floating equipment are needed to transport drill water, drilling supplies and equipment, samples, drilling personnel, etc. to and/or from various boring locations.

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5.2.12 Equipment Sizes

In planning subsurface exploration programs, care must be taken in specifying the various drilling components, so that they will fit properly in the boring or well.

For drilling open boreholes using rotary drilling equipment, tri-cone drill bits are employed with air, water or drilling mud to remove cuttings and cool the bit. Tri-cone bits are slightly smaller than the holes they drill (i.e., 5-7/8-inch or 7-7/8-inch bits will nominally drill 6-inch and 8-inch holes, respectively).

For obtaining split-barrel samples of a formation, samplers are commonly manufactured in sizes ranging from 2 inches to 3-1/2 inches in outside diameter. However, the most commonly used size is the 2-inch O.D., 1-3/8-inch I.D. split-barrel sampler. When this sampler is used and driven by a 140-pound (∇ 2-pound) hammer dropping 30 inches (∇ 1 inch), the procedure is called a Standard Penetration Test, and the blows per foot required to advance the sampler into the formation can be correlated to the formation's density or strength.

In planning the drilling of boreholes using hollow-stem augers or casing, in which thin-wall tube samples or diamond core drilling will be performed, refer to the various sizes and clearances provided in Attachment A of this guideline. Sizes selected must be stated in the project plan documents.

5.2.13 Estimated Drilling Progress

To estimate the anticipated rates of drilling progress for a site, the following must be considered:

- The speed of the drilling method employed.
- Applicable site conditions (e.g., terrain, mobility between borings, difficult drilling conditions in bouldery soils, rubble fill or broken rock, etc.).
- Project-imposed restrictions (e.g., drilling while wearing personal protective equipment, decontamination of drilling equipment, etc.).

Based on recent experience in drilling average soil conditions (no boulders) and taking samples at 5-foot intervals, for moderate depth (30 feet to 50 feet) boreholes (not including installation or development of wells), the following daily rates of total drilling progress may be anticipated for the following drilling methods:

Drilling Method	Average Daily Progress (linear feet)
Hollow-stem augers	75'
Solid-stem augers	50'
Mud-Rotary Drilling	100' (cuttings samples)
Rotosonic Drilling	100'-160' (continuous core)
Reverse-Circulation Rotary	100' (cuttings samples)
Skid-Rig with driven casing	30'
Rotary with driven casing	50'
Cable Tool	30'
Hand Auger	Varies
Continuous Rock Coring	50'

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5.3 Prevention of Cross-Contamination

A telescoping or multiple casing technique minimizes the potential for the migration of contaminated groundwater to lower strata below a confining layer. The telescoping technique consists of drilling to a confining layer utilizing a spun casing method with a diamond cutting or augering shoe (a method similar to the rock coring method described in Section 5.2.10, except that larger casing is used) or by using a driven-casing method (see Section 5.2.6 of this guideline) and installing a specified diameter steel well casing. The operation consists of three separate steps. Initially, a drilling casing (usually of 8-inch diameter) is installed followed by installation of the well casing (6-inch-diameter is common for 2-inch wells). This well casing is driven into the confining layer to ensure a tight seal at the bottom of the hole. The well casing is sealed at the bottom with a bentonite-cement slurry. The remaining depth of the boring is drilled utilizing a narrower diameter spun or driven casing technique within the outer well casing. A smaller diameter well casing with an appropriate length of slotted screen on the lower end, is installed to the surface.

Clean sand is placed in the annulus around and to a point of about 2 feet above the screen prior to withdrawal of the drilling casing. The annular space above the screen and to a point 2 feet above the bottom of the outer well casing is sealed with a tremied cement-bentonite slurry which is pressure-grouted or displacement-grouted into the hole. The remaining casing annulus is backfilled with clean material and grouted at the surface, or it is grouted all the way to the surface.

5.4 Cleanout of Casing Prior to Sampling

The boring hole must be completely cleaned of disturbed soil, segregated coarse material and clay adhering to the inside walls of the casing. The cleaning must extend to the bottom edge of the casing and, if possible, a short distance further (1 or 2 inches) to bypass disturbed soil resulting from the advancement of the casing. Loss of wash water during cleaning should be recorded.

For disturbed samples both above and below the water table and where introduction of relatively large volumes of wash water is permissible, the cleaning operation is usually performed by washing the material out of the casing with water; however, the cleaning should never be accomplished with a strong, downward-directed jet which will disturb the underlying soil. When clean out has reached the bottom of the casing or slightly below (as specified above), the string of tools should be lifted one foot off the bottom with the water still flowing, until the wash water coming out of the casing is clear of granular soil particles. In formations where the cuttings contain gravel and other larger particles, it is often useful to repeatedly raise and lower the drill rods and wash bit while washing out the hole, to surge these large particles upward out of the hole. As a time saver, the drilling contractor may be permitted to use a split-barrel (split-spoon) sampler with the ball check valve removed as the clean-out tool, provided the material below the spoon is not disturbed and the shoe of the spoon is not damaged. However, because the ball check valve has been removed, in some formations it may be necessary to install a flap valve or spring sample retainer in the split-spoon bit, to prevent the sample from falling out as the sampler is withdrawn from the hole. The use of jet-type chopping bits is discouraged except where large boulders and cobbles or hard-cemented soils are encountered. If water markedly softens the soils above the water table, clean out should be performed dry with an auger.

For undisturbed samples below the water table, or where wash water must be minimized, clean out is usually accomplished with an appropriate diameter clean out auger. This auger has cutting blades at the bottom to carry loose material up into the auger, and up-turned water jets just above the cutting blades to carry the removed soil to the surface. In this manner, there is a minimum of disturbance at the top of the material to be sampled. If any gravel material washes down into the casing and cannot be removed by the clean out auger, a split-barrel sample can be taken to remove it; bailers and sandpumps should not

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be used. For undisturbed samples above the groundwater table, all operations must be performed in a dry manner.

If all of the cuttings created by drilling through the overlying formations are not cleaned from the borehole prior to sampling, some of the problems which may be encountered during sampling include:

- When sampling is attempted through the cuttings remaining in the borehole, all or part of the sampler may become filled with the cuttings. This limits the amount of sample from the underlying formation which can enter and be retained in the sampler, and also raises questions as to the validity of the sample.
- If the cuttings remaining in the borehole contain coarse gravel and/or other large particles, these may block the bit of the sampler and prevent any materials from the underlying formation from entering the sampler when the sampler is advanced.
- In cased borings, should sampling be attempted through cuttings which remain in the lower portion of the casing, these cuttings could cause the sampler to become bound into the casing, such that it becomes very difficult to either advance or retract the sampler.
- When sampler blow counts are used to estimate the density or strength of the formation being sampled, the presence of cuttings in the borehole will usually give erroneously high sample blow counts.

To confirm that all cuttings have been removed from the borehole prior to attempting sampling, it is important that the site geologist measure the "stickup" of the drill string. This is accomplished by measuring the assembled length of all drill rods and bits or samplers (the drill string) as they are lowered to the bottom of the hole, below some convenient reference point of the drill string, then measuring the height of this reference point above the ground surface. The difference of these measurements is the depth of the drill string (lower end of the bit or sampler) below the ground surface, which must then be compared with the depth of sampling required (installed depth of casing or depth of borehole drilled). If the length of drill string below grade is more than the drilled or casing depth, the borehole has been cleaned too deeply, and this deeper depth of sampling must be recorded on the log. If the length of drill string below grade is less than the drilled or casing depth, the difference represents the thickness of cuttings which remain in the borehole. In most cases, an inch or two of cuttings may be left in the borehole with little or no problem. However, if more than a few inches of cuttings are encountered, the borehole must be recleaned prior to attempting sampling.

5.5 Materials of Construction

The effects of monitoring well construction materials on specific chemical analytical parameters are described and/or referenced in SOP GH-2.8. However, there are several materials used during drilling, particularly drilling fluids and lubricants, which must be used with care to avoid compromising the representativeness of soil and ground water samples.

The use of synthetic or organic polymer slurries is not permitted at any location where soil samples for chemical analysis are to be collected. These slurry materials could be used for installation of long-term monitoring wells, but the early time data in time series collection of ground water data may then be suspect. If synthetic or organic polymer muds are proposed for use at a given site, a complete written justification including methods and procedures for their use must be provided by the site geologist and approved by the Project Manager. The specific slurry composition and the concentration of suspected contaminants for each site must be known.

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For many drilling operations, potable water is an adequate lubricant for drill stem and drilling tool connections. However, there are instances, such as drilling in tight clayey formations or in loose gravels, when threaded couplings must be lubricated to avoid binding. In these instances, to be determined in the field by the judgment of the site geologist and noted in the site logbook, and only after approval by the Project Manager, a vegetable oil or silicone-based lubricant should be used. Petroleum based greases, etc. will not be permitted. Samples of lubricants used must be provided and analyzed for chemical parameters appropriate to the given site.

5.6 Subsurface Soil Samples

Subsurface soil samples are used to characterize subsurface stratigraphy. This characterization can indicate the potential for migration of chemical contaminants in the subsurface. In addition, definition of the actual migration of contaminants can be obtained through chemical analysis of the soil samples. Where the remedial activities may include in-situ treatment or excavation and removal of the contaminated soil, the depth and areal extent of contamination must be known as accurately as possible.

Engineering and physical properties of soil may also be of interest should site construction activities be planned. Soil types, grain size distribution, shear strength, compressibility, permeability, plasticity, unit weight, and moisture content are some of the physical characteristics that may be determined for soil samples.

Penetration tests are also described in this procedure. The tests can be used to estimate various physical and engineering parameters such as relative density, unconfined compressive strength, and consolidation characteristics of soils.

Surface protocols for various soil sampling techniques are discussed in SOP SA-1.3. Continuous-core soil sampling and rock coring are discussed below. The procedures described here are representative of a larger number of possible drilling and sampling techniques. The choice of techniques is based on a large number of variables such as cost, local geology, etc. The final choice of methods must be made with the assistance of drilling subcontractors familiar with the local geologic conditions. Alternative techniques must be based upon the underlying principles of quality assurance implicit in the following procedures.

The CME continuous sample tube system provides a method of sampling soil continuously during hollow-stem augering. The 5-foot sample barrel fits within the lead auger of a hollow-auger column. The sampling system can be used with a wide range of I.D. hollow-stem augers (from 3-1/4-inch to 8-1/4-inch I.D.). This method has been used to sample many different materials such as glacial drift, hard clays and shales, mine tailings, etc. This method is particularly used when SPT samples are not required and a large volume of material is needed. Also, this method is useful when a visual description of the subsurface lithology is required. Rotasonic drilling methods also provide a continuous soil sample.

5.7 Rock Sampling (Coring) (ASTM D2113-83)

Rock coring enables a detailed assessment of borehole conditions to be made, showing precisely all lithologic changes and characteristics. Because coring is an expensive drilling method, it is commonly used for shallow studies of 500 feet or less, or for specific intervals in the drill hole that require detailed logging and/or analyzing. Rock coring can, however, proceed for thousands of feet continuously, depending on the size of the drill rig, and yields better quality data than air-rotary drilling, although at a substantially reduced drilling rate. Rate of drilling varies widely, depending on the characteristics of lithologies encountered, drilling methods, depth of drilling, and condition of drilling equipment. Average output in a 10-hour day ranges from 40 to over 200 feet. Down hole geophysical logging or television camera monitoring is sometimes used to complement the data generated by coring.

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Borehole diameter can be drilled to various sizes, depending on the information needed. Standard sizes of core barrels (showing core diameter) and casing are shown in Figure 1.

Core drilling is used when formations are too hard to be sampled by soil sampling methods and a continuous solid sample is desired. Usually, soil samples are used for overburden, and coring begins in sound bedrock. Casing is set into bedrock before coring begins to prevent loose material from entering the borehole, to prevent loss of drilling fluid, and to prevent cross-contamination of aquifers.

Drilling through bedrock is initiated by using a diamond-tipped core bit threaded to a drill rod (outer core barrel) with a rate of drilling determined by the downward pressure, rotation speed of drill rods, drilling fluid pressure in the borehole, and the characteristics of the rock (mineralogy, cementation, weathering).

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FIGURE 1

STANDARD SIZES OF CORE BARRELS AND CASING

Coring Bit Size	Nominal*		Set Size*	
	O.D.	I.D.	O.D.	I.D.
RWT	1 5/32	3/4	1.160	0.735
EWT	1 1/2	29/32	1.470	0.905
EX, EXL, EWG, EWM	1 1/2	13/16	1.470	0.845
AWT	1 7/8	1 9/32	1.875	1.281
AX, AXL, AWG, AWM	1 7/8	1 3/16	1.875	1.185
BWT	2 3/8	1 3/4	2.345	1.750
BX, BXL, BWG, BWM	2 3/8	1 5/8	2.345	1.655
NWT	3	2 5/16	2.965	2.313
NX, NXL, NWG, NWM	3	2 1/8	2.965	2.155
HWT	3 29/32	3 3/16	3.889	3.187
HWG	3 29/32	3	3.889	3.000
2 3/4 x 3 7/8	3 7/8	2 3/4	3.840	2.690
4 x 5 1/2	5 1/2	4	5.435	3.970
6 x 7 3/4	7 3/4	6	7.655	5.970
AX Wire line ____/____/	1 7/8	1	1.875	1.000
BX Wire line ____/____/	2 3/8	1 7/16	2.345	1.437
NX Wire line ____/____/	3	1 15/16	2.965	1.937

* All dimensions are in inches; to convert to millimeters, multiply by 25.4.
____/____/ Wire line dimensions and designations may vary according to manufacturer.

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FIGURE 1
STANDARD SIZES OF CORE BARRELS AND CASING
PAGE TWO

Size Designations		Casing O.D., Inches	Casing Coupling		Casing bit O.D., Inches	Core barrel bit O.D., Inches*	Drill rod O.D., Inches	Approximate Core Diameter	
Casing; Casing coupling; Casing bits; Core barrel bits	Rod; rod couplings		O.D., Inches	I.D., Inches				Normal, Inches	Thinwall, Inches
RX	RW	1.437	1.437	1.188	1.485	1.160	1.094	---	0.735
EX	E	1.812	1.812	1.500	1.875	1.470	1.313	0.845	0.905
AX	A	2.250	2.250	1.906	2.345	1.875	1.625	1.185	1.281
BX	B	2.875	2.875	2.375	2.965	2.345	1.906	1.655	1.750
NX	N	3.500	3.500	3.000	3.615	2.965	2.375	2.155	2.313
HX	HW	4.500	4.500	3.938	4.625	3.890	3.500	3.000	3.187
RW	RW	1.437	Flush Joint	No Coupling	1.485	1.160	1.094	---	0.735
EW	EW	1.812			1.875	1.470	1.375	0.845	0.905
AW	AW	2.250			2.345	1.875	1.750	1.185	1.281
BW	BW	2.875			2.965	2.345	2.125	1.655	1.750
NW	NW	3.500			3.615	2.965	2.625	2.155	2.313
HW	HW	4.500			4.625	3.890	3.500	3.000	3.187
PW	---	5.500			5.650	---	---	---	---
SW	---	6.625			6.790	---	---	---	---
UW	---	7.625			7.800	---	---	---	---
ZW	---	8.625			8.810	---	---	---	---
---	AX ___\	---	---	---	---	1.875	1.750	1.000	---
---	BX ___\	---	---	---	---	2.345	2.250	1.437	---
---	NX ___\	---	---	---	---	2.965	2.813	1.937	---

* All dimensions are in inches; to convert to millimeters, multiply by 25.4.
 ___\ Wire line dimensions and designations may vary according to manufacturer.

NOMINAL DIMENSIONS FOR DRILL CASINGS AND ACCESSORIES.
(DIAMOND CORE DRILL MANUFACTURERS ASSOCIATION). 288-D-
2889

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5.7.1 Diamond Core Drilling

A penetration of typically less than 6 inches per 50 blows using a 140-lb. hammer dropping 30 inches with a 2-inch split-barrel sampler shall be considered an indication that soil sampling methods may not be applicable and that coring may be necessary to obtain samples.

When formations are encountered that are too hard to be sampled by soil sampling methods, the following diamond core drilling procedure may be used:

- Firmly seat a casing into the bedrock or the hard material to prevent loose materials from entering the hole and to prevent the loss of drilling fluid return. Level the surface of the rock or hard material when necessary by the use of a fishtail or other bits. If the drill hole can be retained open without the casing and if cross-contamination of aquifers in the unconsolidated materials is unlikely, leveling may be omitted.
- Begin the core drilling using a double-tube swivel-core barrel of the desired size. After drilling no more than 10 feet (3 m), remove the core barrel from the hole and take out the core. If the core blocks the flow of the drilling fluid during drilling, remove the core barrel immediately. In soft materials, a large starting size may be specified for the coring tools; where local experience indicates satisfactory core recovery or where hard, sound materials are anticipated, a smaller size or the single-tube type may be specified and longer runs may be drilled. NX/NW size coring equipment is the most commonly used size.
- When soft materials are encountered that produce less than 50 percent recovery, stop the core drilling. If soil samples are desired, secure such samples in accordance with the procedures described in ASTM Method D 1586 (Split-barrel Sampling) or in Method D 1587 (Thin-Walled Tube Sampling); sample soils per SOP SA-1.3. Resume diamond core drilling when refusal materials are again encountered.
- Since rock structures and the occurrence of seams, fissures, cavities, and broken areas are among the most important items to be detected and described, take special care to obtain and record these features. If such broken zones or cavities prevent further advance of the boring, one of the following three steps shall be taken: (1) cement the hole; (2) ream and case; or (3) case and advance with the next smaller size core barrel, as conditions warrant.
- In soft, seamy, or otherwise unsound rock, where core recovery may be difficult, M-design core barrels may be used. In hard, sound rock where a high percentage of core recovery is anticipated, the single-tube core barrel may be employed.

5.7.2 Rock Sample Preparation and Documentation

Once the rock coring has been completed and the core recovered, the rock core shall be carefully removed from the barrel, placed in a core tray (previously labeled "top" and "bottom" to avoid confusion), classified, and measured for percentage of recovery as well as the rock quality designation (RQD). Each core shall be described, classified, and logged using a uniform system as presented in SOP GH-1.5. If moisture content will be determined or if it is desirable to prevent drying (e.g., to prevent shrinkage of clay formations) or oxidation of the core, the core shall be wrapped in plastic sleeves immediately after logging. Each plastic sleeve shall be labeled with indelible ink. The boring number, run number, and the footage represented in each sleeve shall be included, as well as designating the top and bottom of the core run.

After sampling, rock cores shall be placed in the sequence of recovery in well-constructed wooden boxes provided by the drilling contractor. Rock cores from two different borings shall not be placed in the same

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core box unless accepted by the Project Geologist. The core boxes shall be constructed to accommodate at least 20 linear feet of core in rows of approximately 5 feet each and shall be constructed with hinged tops secured with screws, and a latch (usually a hook and eye) to keep the top securely fastened down. Wood partitions shall be placed at the end of each core run and between rows.

The depth from the surface of the boring to the top and bottom of the drill run and run number shall be marked on the wooden partitions with indelible ink. A wooden partition (wooden block) shall be placed at the end of each run with the depth of the bottom of the run written on the block. These blocks will serve to separate successive core runs and indicate depth intervals for each run. The order of placing cores shall be the same in all core boxes. Rock core shall be placed in the box so that, when the box is open, with the inside of the lid facing the observer, the top of the cored interval contained within the box is in the upper left corner of the box, and the bottom of the cored interval is in the lower right corner of the box. The top and bottom of each core obtained and its true depth shall be clearly and permanently marked on each box. The width of each row must be compatible with the core diameter to prevent lateral movement of the core in the box. Similarly, an empty space in a row shall be filled with an appropriate filler material or spacers to prevent longitudinal movement of the core in the box.

The inside and outside of the core-box lid shall be marked by indelible ink to show all pertinent data on the box's contents. At a minimum, the following information shall be included:

- Project name.
- Project number.
- Boring number.
- Run numbers.
- Footage (depths).
- Recovery.
- RQD (%).
- Box number and total number of boxes for that boring (Example: Box 5 of 7).

For easy retrieval when core boxes are stacked, the sides and ends of the box shall also be labeled and include project number, boring number, top and bottom depths of core and box number.

Prior to final closing of the core box, a photograph of the recovered core and the labeling on the inside cover shall be taken. If moisture content is not critical, the core shall be wetted and wiped clean for the photograph. (This will help to show true colors and bedding features in the cores).

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ATTACHMENT A

DRILLING EQUIPMENT SIZES

Drilling Component	Designation or Hole Size (Inches)	O.D. (Inches)	I.D. (Inches)	Coupling I.D. (Inches)
Hollow-stem augers (Ref. 7)	6 1/4	5	2 1/4	
	6 3/4	5 3/4	2 3/4	---
	7 1/4	6 1/4	3 1/4	---
	13 1/4	12	6	---
Thin Wall Tube Samplers (Ref. 7)	---	2	1 7/8	---
	---	2 1/2	2 3/8	---
	---	3	2 7/8	---
	---	3 1/2	3 3/8	---
	---	4 1/2	4 3/8	---
	---	5	4 3/4	---
Drill Rods (Ref. 7)	RW	1 3/32	23/32	13/32
	EW	1 3/8	15/16	7/16
	AW	1 3/4	1 1/4	5/8
	BW	2 1/8	1 3/4	3/4
	NW	2 5/8	2 1/4	1 3/8
	HW	3 1/2	3 1/16	2 3/8
	E	1 5/16	7/8	7/16
	A	1 5/8	1 1/8	9/16
	B	1 7/8	1 1/4	5/8
	N	2 3/8	2	1
				Wall Thickness (Inches)
Driven External Coupled Extra Strong Steel* Casing (Ref. 8)	2 1/2	2.875	2.323	0.276
	3	3.5	2.9	0.300
	3 1/2	4.0	3.364	0.318
	4	4.5	3.826	0.337
	5	5.63	4.813	0.375
	6	6.625	5.761	0.432
	8	8.625	7.625	0.500
	10	10.750	9.750	0.500
	12	12.750	11.750	0.500

* Add twice the casing wall thickness to casing O.D. to obtain the approximate O.D. of the external pipe couplings.

ATTACHMENT A DRILLING EQUIPMENT SIZES

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Drilling Component	Designation or Hole Size (Inches)	O.D. (Inches)	I.D. (Inches)	Coupling I.D. (Inches)
Flush Coupled Casing (Ref. 7)	RX	1 7/16	1 3/16	1 3/16
	EX	1 13/16	1 5/8	1 1/2
	AX	2 1/4	2	1 29/32
	BX	2 7/8	2 9/16	2 3/8
	NX	3 1/2	3 3/16	3
	HX	4 1/2	4 1/8	3 15/16
Flush Joint Casing (Ref. 7)	RW	1 7/16	1 3/16	
	EW	1 13/16	1 1/2	
	AW	2 1/4	1 29/32	
	BW	2 7/8	2 3/8	
	NW	3 1/2	3	
	HW	4 1/2	4	
	PW	5 1/2	5	
	SW	6 5/8	6	
	UW	7 5/8	7	
	ZW	8 5/8	8	
Diamond Core Barrels (Ref. 7)	EWM	1 1/2	7/8**	
	AWM	1 7/8	1 1/8**	
	BWM	2 3/8	1 5/8**	
	NWM	3	2 1/8	
	HWG	3 7/8	3	
	2 3/4 x 3 7/8	3 7/8	2 11/16	
	4 x 5 1/2	5 1/2	3 15/16	
	6 x 7 3/4	7 3/4	5 15/16	
	AQ (wireline)	1 57/64	1 1/16**	
	BQ (wireline)	2 23/64	1 7/16**	
	NQ (wireline)	2 63/64	1 7/8	
	HQ (wireline)	3 25/32	2 1/2	

** Because of the fragile nature of the core and the difficulty to identify rock details, use of small-diameter core (1 3/8") is not recommended.



TETRA TECH

STANDARD OPERATING PROCEDURES

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Revision

2

Applicability

Tetra Tech, Inc.

Prepared

Earth Sciences Department

Subject

BOREHOLE AND SAMPLE LOGGING

Approved

J. Zimmerly

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1.0 PURPOSE

The purpose of this document is to establish standard procedures and technical guidance on borehole and sample logging.

2.0 SCOPE

These procedures provide descriptions of the standard techniques for borehole and sample logging. These techniques shall be used for each boring logged to provide consistent descriptions of subsurface lithology. While experience is the only method to develop confidence and accuracy in the description of soil and rock, the field geologist/engineer can do a good job of classification by careful, thoughtful observation and by being consistent throughout the classification procedure.

3.0 GLOSSARY

None.

4.0 RESPONSIBILITIES

Site Geologist. Responsible for supervising all boring activities and assuring that each borehole is completely logged. If more than one rig is being used on site, the Site Geologist must make sure that each field geologist is properly trained in logging procedures. A brief review or training session may be necessary prior to the start up of the field program and/or upon completion of the first boring.

5.0 PROCEDURES

The classification of soil and rocks is one of the most important jobs of the field geologist/engineer. To maintain a consistent flow of information, it is imperative that the field geologist/engineer understand and accurately use the field classification system described in this SOP. This identification is based on visual examination and manual tests.

5.1 Materials Needed

When logging soil and rock samples, the geologist or engineer may be equipped with the following:

- Rock hammer
- Knife
- Camera
- Dilute hydrochloric acid (HCl)
- Ruler (marked in tenths and hundredths of feet)
- Hand Lens

5.2 Classification of Soils

All data shall be written directly on the boring log (Figure 1) or in a field notebook if more space is needed. Details on filling out the boring log are discussed in Section 5.5.

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FIGURE 1
BORING LOG (EXAMPLE)



BORING LOG

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PROJECT NAME: _____	BORING NUMBER: _____
PROJECT NUMBER: _____	DATE: _____
DRILLING COMPANY: _____	GEOLOGIST: _____
DRILLING RIG: _____	DRILLER: _____

Sample No. and Type or RQD	Depth (FT.) or Run No.	Blows / 6" or RQD (%)	Sample Recovery / Sample Length	Lithology Change (Depth/FT.) or Screened Interval	MATERIAL DESCRIPTION			U S C S *	Remarks	PID/FID Reading (ppm)			
					Soil Density/ Consistency or Rock Hardness	Color	Material Classification			Sample	Sample BZ	Borehole**	Driller BZ**

* When rock coring, enter rock brokenness.

** Include monitor reading in 8 foot intervals @ borehole. Increase reading frequency if elevated response read.

Remarks: _____

Drilling Area Background (ppm):

Converted to Well: Yes _____ No _____ Well I.D. #: _____

UNIFIED SOIL CLASSIFICATION (USCS)

Boundary class notation: Substituents characterized as plus groups are designated by combining group symbols. For example, $\text{OC}(\text{H})\text{OC}_2$ will grade as and indicate with the binder.

CONSISTENCY OF COHESIVE SOILS			
COMBENITY	UNC. COMPRESSION STRENGTH H (MAGN. PT.)	SINKING RATE IN THE COMPRESSION BLOOMOUT	FIELD IDENTIFICATION NOTES
Very Soft	Less than 15	1 to 1	Usually penetrated several inches by the
Soft	15 to 25	2 to 4	Usually penetrated 6 to 8 inches by hand.
Medium stiff	25 to 40	4 to 6	Can be penetrated several inches by hand.
Stiff	40 to 60	6 to 8	Usually penetrated by hand.
Very stiff	60 to 80	8 to 10	Usually penetrated by hand.
Hard	More than 80	Over 10	Penetration difficult by hand.

[illegible]

Initial Level of Knowledge & Depth

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5.2.1 USCS Classification

Soils are to be classified according to the Unified Soil Classification System (USCS). This method of classification is detailed in Figure 1 (Continued).

This method of classification identifies soil types on the basis of grain size and cohesiveness.

Fine-grained soils, or fines, are smaller than the No. 200 sieve and are of two types: silt (M) and clay (C). Some classification systems define size ranges for these soil particles, but for field classification purposes, they are identified by their respective behaviors. Organic material (O) is a common component of soil but has no size range; it is recognized by its composition. The careful study of the USCS will aid in developing the competence and consistency necessary for the classification of soils.

Coarse-grained soils shall be divided into rock fragments, sand, or gravel. The terms sand and gravel not only refer to the size of the soil particles but also to their depositional history. To insure accuracy in description, the term rock fragments shall be used to indicate angular granular materials resulting from the breakup of rock. The sharp edges typically observed indicate little or no transport from their source area, and therefore the term provides additional information in reconstructing the depositional environment of the soils encountered. When the term "rock fragments" is used it shall be followed by a size designation such as "(1/4 inch Φ -1/2 inch Φ)" or "coarse-sand size" either immediately after the entry or in the remarks column. The USCS classification would not be affected by this variation in terms.

5.2.2 Color

Soil colors shall be described utilizing a single color descriptor preceded, when necessary, by a modifier to denote variations in shade or color mixtures. A soil could therefore be referred to as "gray" or "light gray" or "blue-gray." Since color can be utilized in correlating units between sampling locations, it is important for color descriptions to be consistent from one boring to another.

Colors must be described while the sample is still moist. Soil samples shall be broken or split vertically to describe colors. Samplers tend to smear the sample surface creating color variations between the sample interior and exterior.

The term "mottled" shall be used to indicate soils irregularly marked with spots of different colors. Mottling in soils usually indicates poor aeration and lack of good drainage.

Soil Color Charts shall not be used unless specified by the project manager.

5.2.3 Relative Density and Consistency

To classify the relative density and/or consistency of a soil, the geologist is to first identify the soil type. Granular soils contain predominantly sands and gravels. They are noncohesive (particles do not adhere well when compressed). Finer-grained soils (silts and clays) are cohesive (particles will adhere together when compressed).

The density of noncohesive, granular soils is classified according to standard penetration resistances obtained from split-barrel sampling performed according to the methods detailed in Standard Operating Procedures GH-1.3 and SA-1.3. Those designations are:

Designation	Standard Penetration Resistance (Blows per Foot)
Very loose	0 to 4

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Loose	5 to 10
Medium dense	11 to 30
Dense	31 to 50
Very dense	Over 50

Standard penetration resistance is the number of blows required to drive a split-barrel sampler with a 2-inch outside diameter 12 inches into the material using a 140-pound hammer falling freely through 30 inches. The sampler is driven through an 18-inch sample interval, and the number of blows is recorded for each 6-inch increment. The density designation of granular soils is obtained by adding the number of blows required to penetrate the last 12 inches of each sample interval. It is important to note that if gravel or rock fragments are broken by the sampler or if rock fragments are lodged in the tip, the resulting blow count will be erroneously high, reflecting a higher density than actually exists. This shall be noted on the log and referenced to the sample number. Granular soils are given the USCS classifications GW, GP, GM, SW, SP, SM, GC, or SC (see Figure 1).

The consistency of cohesive soils is determined by performing field tests and identifying the consistency as shown in Figure 2.

Cohesive soils are given the USCS classifications ML, MH, CL, CH, OL, or OH (see Figure 1).

The consistency of cohesive soils is determined either by blow counts, a pocket penetrometer (values listed in the table as Unconfined Compressive Strength), or by hand by determining the resistance to penetration by the thumb. The pocket penetrometer and thumb determination methods are conducted on a selected sample of the soil, preferably the lowest 0.5 foot of the sample in the split-barrel sampler. The sample shall be broken in half and the thumb or penetrometer pushed into the end of the sample to determine the consistency. Do not determine consistency by attempting to penetrate a rock fragment. If the sample is decomposed rock, it is classified as a soft decomposed rock rather than a hard soil. Consistency shall not be determined solely by blow counts. One of the other methods shall be used in conjunction with it. The designations used to describe the consistency of cohesive soils are shown in Figure 2.

5.2.4 Weight Percentages

In nature, soils are comprised of particles of varying size and shape, and are combinations of the various grain types. The following terms are useful in the description of soil:

Terms of Identifying Proportion of the Component	Defining Range of Percentages by Weight
Trace	0 - 10 percent
Some	11 - 30 percent
Adjective form of the soil type (e.g., "sandy")	31 - 50 percent

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FIGURE 2

CONSISTENCY FOR COHESIVE SOILS

Consistency	Standard Penetration Resistance (Blows per Foot)	Unconfined Compressive Strength (Tons/Sq. Foot by pocket penetration)	Field Identification
Very soft	0 to 2	Less than 0.25	Easily penetrated several inches by fist
Soft	2 to 4	0.25 to 0.50	Easily penetrated several inches by thumb
Medium stiff	4 to 8	0.50 to 1.0	Can be penetrated several inches by thumb with moderate effort
Stiff	8 to 15	1.0 to 2.0	Readily indented by thumb but penetrated only with great effort
Very stiff	15 to 30	2.0 to 4.0	Readily indented by thumbnail
Hard	Over 30	More than 4.0	Indented with difficulty by thumbnail

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Examples:

- Silty fine sand: 50 to 69 percent fine sand, 31 to 50 percent silt.
- Medium to coarse sand, some silt: 70 to 80 percent medium to coarse sand, 11 to 30 percent silt.
- Fine sandy silt, trace clay: 50 to 68 percent silt, 31 to 49 percent fine sand, 1 to 10 percent clay.
- Clayey silt, some coarse sand: 70 to 89 percent clayey silt, 11 to 30 percent coarse sand.

5.2.5 Moisture

Moisture content is estimated in the field according to four categories: dry, moist, wet, and saturated. In dry soil, there appears to be little or no water. Saturated samples obviously have all the water they can hold. Moist and wet classifications are somewhat subjective and often are determined by the individual's judgment. A suggested parameter for this would be calling a soil wet if rolling it in the hand or on a porous surface liberates water, i.e., dirties or muddies the surface. Whatever method is adopted for describing moisture, it is important that the method used by an individual remains consistent throughout an entire drilling job.

Laboratory tests for water content shall be performed if the natural water content is important.

5.2.6 Stratification

Stratification can only be determined after the sample barrel is opened. The stratification or bedding thickness for soil and rock is depending on grain size and composition. The classification to be used for stratification description is shown in Figure 3.

5.2.7 Texture/Fabric/Bedding

The texture/fabric/bedding of the soil shall be described. Texture is described as the relative angularity of the particles: rounded, subrounded, subangular, and angular. Fabric shall be noted as to whether the particles are flat or bulky and whether there is a particular relation between particles (i.e., all the flat particles are parallel or there is some cementation). The bedding or structure shall also be noted (e.g., stratified, lensed, nonstratified, heterogeneous varved).

5.2.8 Summary of Soil Classification

In summary, soils shall be classified in a similar manner by each geologist/engineer at a project site. The hierarchy of classification is as follows:

- Density and/or consistency
- Color
- Plasticity (Optional)
- Soil types
- Moisture content
- Stratification
- Texture, fabric, bedding
- Other distinguishing features

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FIGURE 3

BEDDING THICKNESS CLASSIFICATION

Thickness (metric)	Thickness (Approximate English Equivalent)	Classification
> 1.0 meter	> 3.3'	Massive
30 cm - 1 meter	1.0' - 3.3'	Thick Bedded
10 cm - 30 cm	4" - 1.0'	Medium Bedded
3 cm - 10 cm	1" - 4"	Thin Bedded
1 cm - 3 cm	2/5" - 1"	Very Thin Bedded
3 mm - 1 cm	1/8" - 2/5"	Laminated
1 mm - 3 mm	1/32" - 1/8"	Thinly Laminated
< 1 mm	<1/32"	Micro Laminated

(Weir, 1973 and Ingram, 1954)

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5.3 Classification of Rocks

Rocks are grouped into three main divisions: sedimentary, igneous and metamorphic. Sedimentary rocks are by far the predominant type exposed at the earth's surface. The following basic names are applied to the types of rocks found in sedimentary sequences:

- Sandstone - Made up predominantly of granular materials ranging between 1/16 to 2 mm in diameter.
- Siltstone - Made up of granular materials less than 1/16 to 1/256 mm in diameter. Fractures irregularly. Medium thick to thick bedded.
- Claystone - Very fine-grained rock made up of clay and silt-size materials. Fractures irregularly. Very smooth to touch. Generally has irregularly spaced pitting on surface of drilled cores.
- Shale - A fissile very fine-grained rock. Fractures along bedding planes.
- Limestone - Rock made up predominantly of calcite (CaCO_3). Effervesces strongly upon the application of dilute hydrochloric acid.
- Coal - Rock consisting mainly of organic remains.
- Others - Numerous other sedimentary rock types are present in lesser amounts in the stratigraphic record. The local abundance of any of these rock types is dependent upon the depositional history of the area. Conglomerate, halite, gypsum, dolomite, anhydrite, lignite, etc. are some of the rock types found in lesser amounts.

In classifying a sedimentary rock the following hierarchy shall be noted:

- Rock type
- Color
- Bedding thickness
- Hardness
- Fracturing
- Weathering
- Other characteristics

5.3.1 **Rock Type**

As described above, there are numerous types of sedimentary rocks. In most cases, a rock will be a combination of several grain types, therefore, a modifier such as a sandy siltstone, or a silty sandstone can be used. The modifier indicates that a significant portion of the rock type is composed of the modifier. Other modifiers can include carbonaceous, calcareous, siliceous, etc.

Grain size is the basis for the classification of clastic sedimentary rocks. Figure 4 is the Udden-Wentworth classification that will be assigned to sedimentary rocks. The individual boundaries are slightly different than the USCS subdivision for soil classification. For field determination of grain sizes, a scale can be used for the coarse grained rocks. For example, the division between siltstone and claystone may not be measurable in the field. The boundary shall be determined by use of a hand lens. If the grains cannot be seen with the naked eye but are distinguishable with a hand lens, the rock is a siltstone. If the grains are not distinguishable with a hand lens, the rock is a claystone.

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FIGURE 4

GRAIN SIZE CLASSIFICATION FOR ROCKS

Particle Name	Grain Size Diameter
Cobbles	> 64 mm
Pebbles	4 - 64 mm
Granules	2 - 4 mm
Very Coarse Sand	1 - 2 mm
Coarse Sand	0.5 - 1 mm
Medium Sand	0.25 - 0.5 mm
Fine Sand	0.125 - 0.25 mm
Very Fine Sand	0.0625 - 0.125 mm
Silt	0.0039 - 0.0625 mm

After Wentworth, 1922

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5.3.2 Color

The color of a rock can be determined in a similar manner as for soil samples. Rock core samples shall be classified while wet, when possible, and air cored samples shall be scraped clean of cuttings prior to color classifications.

Rock color charts shall not be used unless specified by the Project Manager.

5.3.3 Bedding Thickness

The bedding thickness designations applied to soil classification (see Figure 3) will also be used for rock classification.

5.3.4 Hardness

The hardness of a rock is a function of the compaction, cementation, and mineralogical composition of the rock. A relative scale for sedimentary rock hardness is as follows:

- Soft - Weathered, considerable erosion of core, easily gouged by screwdriver, scratched by fingernail. Soft rock crushes or deforms under pressure of a pressed hammer. This term is always used for the hardness of the saprolite (decomposed rock which occupies the zone between the lowest soil horizon and firm bedrock).
- Medium soft - Slight erosion of core, slightly gouged by screwdriver, or breaks with crumbly edges from single hammer blow.
- Medium hard - No core erosion, easily scratched by screwdriver, or breaks with sharp edges from single hammer blow.
- Hard - Requires several hammer blows to break and has sharp conchoidal breaks. Cannot be scratched with screwdriver.

Note the difference in usage here of the words "scratch" and "gouge." A scratch shall be considered a slight depression in the rock (do not mistake the scraping off of rock flour from drilling with a scratch in the rock itself), while a gouge is much deeper.

5.3.5 Fracturing

The degree of fracturing or brokenness of a rock is described by measuring the fractures or joint spacing. After eliminating drilling breaks, the average spacing is calculated and the fracturing is described by the following terms:

- Very broken (V. BR.) - Less than 2-inch spacing between fractures
- Broken (BR.) - 2-inch to 1-foot spacing between fractures
- Blocky (BL.) - 1- to 3-foot spacing between fractures
- Massive (M.) - 3 to 10-foot spacing between fractures

The structural integrity of the rock can be approximated by calculating the Rock Quality Designation (RQD) of cores recovered. The RQD is determined by adding the total lengths of all pieces exceeding 4 inches and dividing by the total length of the coring run, to obtain a percentage.

Method of Calculating RQD

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(After Deere, 1964)

$$RQD \% = r/l \times 100$$

r = Total length of all pieces of the lithologic unit being measured, which are greater than 4 inches length, and have resulted from natural breaks. Natural breaks include slickensides, joints, compaction slicks, bedding plane partings (not caused by drilling), friable zones, etc.

l = Total length of the coring run.

5.3.6 Weathering

The degree of weathering is a significant parameter that is important in determining weathering profiles and is also useful in engineering designs. The following terms can be applied to distinguish the degree of weathering:

- Fresh - Rock shows little or no weathering effect. Fractures or joints have little or no staining and rock has a bright appearance.
- Slight - Rock has some staining which may penetrate several centimeters into the rock. Clay filling of joints may occur. Feldspar grains may show some alteration.
- Moderate - Most of the rock, with exception of quartz grains, is stained. Rock is weakened due to weathering and can be easily broken with hammer.
- Severe - All rock including quartz grains is stained. Some of the rock is weathered to the extent of becoming a soil. Rock is very weak.

5.3.7 Other Characteristics

The following items shall be included in the rock description:

- Description of contact between two rock units. These can be sharp or gradational.
- Stratification (parallel, cross stratified).
- Description of any filled cavities or vugs.
- Cementation (calcareous, siliceous, hematitic).
- Description of any joints or open fractures.
- Observation of the presence of fossils.
- Notation of joints with depth, approximate angle to horizontal, any mineral filling or coating, and degree of weathering.

All information shown on the boring logs shall be neat to the point where it can be reproduced on a copy machine for report presentation. The data shall be kept current to provide control of the drilling program and to indicate various areas requiring special consideration and sampling.

5.3.8 Additional Terms Used in the Description of Rock

The following terms are used to further identify rocks:

- Seam - Thin (12 inches or less), probably continuous layer.

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- Some - Indicates significant (15 to 40 percent) amounts of the accessory material. For example, rock composed of seams of sandstone (70 percent) and shale (30 percent) would be "sandstone -- some shale seams."
- Few - Indicates insignificant (0 to 15 percent) amounts of the accessory material. For example, rock composed of seam of sandstone (90 percent) and shale (10 percent) would be "sandstone -- few shale seams."
- Interbedded - Used to indicate thin or very thin alternating seams of material occurring in approximately equal amounts. For example, rock composed of thin alternating seams of sandstone (50 percent) and shale (50 percent) would be "interbedded sandstone and shale."
- Interlayered - Used to indicate thick alternating seams of material occurring in approximately equal amounts.

The preceding sections describe the classification of sedimentary rocks. The following are some basic names that are applied to igneous rocks:

- Basalt - A fine-grained extrusive rock composed primarily of calcic plagioclase and pyroxene.
- Rhyolite - A fine-grained volcanic rock containing abundant quartz and orthoclase. The fine-grained equivalent of a granite.
- Granite - A coarse-grained plutonic rock consisting essentially of alkali feldspar and quartz.
- Diorite - A coarse-grained plutonic rock consisting essentially of sodic plagioclase and hornblende.
- Gabbro - A coarse-grained plutonic rock consisting of calcic plagioclase and clinopyroxene. Loosely used for any coarse-grained dark igneous rock.

The following are some basic names that are applied to metamorphic rocks:

- Slate - A very fine-grained foliated rock possessing a well developed slaty cleavage. Contains predominantly chlorite, mica, quartz, and sericite.
- Phyllite - A fine-grained foliated rock that splits into thin flaky sheets with a silky sheen on cleavage surface.
- Schist - A medium to coarse-grained foliated rock with subparallel arrangement of the micaceous minerals which dominate its composition.
- Gneiss - A coarse-grained foliated rock with bands rich in granular and platy minerals.
- Quartzite - A fine- to coarse-grained nonfoliated rock breaking across grains, consisting essentially of quartz sand with silica cement.

5.4 **Abbreviations**

Abbreviations may be used in the description of a rock or soil. However, they shall be kept at a minimum. Following are some of the abbreviations that may be used:

C	-	Coarse	Lt	-	Light	Yl	-	Yellow
---	---	--------	----	---	-------	----	---	--------

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Med - Medium	BR - Broken	Or - Orange
F - Fine	BL - Blocky	SS - Sandstone
V - Very	M - Massive	Sh - Shale
Sl - Slight	Br - Brown	LS - Limestone
Occ - Occasional	Bl - Black	Fgr - Fine-grained
Tr - Trace		

5.5 Boring Logs and Documentation

This section describes in more detail the procedures to be used in completing boring logs in the field. Information obtained from the preceding sections shall be used to complete the logs. A sample boring log has been provided as Figure 5.

The field geologist/engineer shall use this example as a guide in completing each boring log. Each boring log shall be fully described by the geologist/engineer as the boring is being drilled. Every sheet contains space for 25 feet of log. Information regarding classification details is provided either on the back of the boring log or on a separate sheet, for field use.

5.5.1 Soil Classification

- Identify site name, boring number, job number, etc. Elevations and water level data to be entered when surveyed data is available.
- Enter sample number (from SPT) under appropriate column. Enter depth sample was taken from (1 block = 1 foot). Fractional footages, i.e., change of lithology at 13.7 feet, shall be lined off at the proportional location between the 13- and 14-foot marks. Enter blow counts (Standard Penetration Resistance) diagonally (as shown). Standard penetration resistance is covered in Section 5.2.3.
- Determine sample recovery/sample length as shown. Measure the total length of sample recovered from the split-spoon sampler, including material in the drive shoe. Do not include cuttings or wash material that may be in the upper portion of the sample tube.
- Indicate any change in lithology by drawing a line at the appropriate depth. For example, if clayey silt was encountered from 0 to 5.5 feet and shale from 5.5 to 6.0 feet, a line shall be drawn at this increment. This information is helpful in the construction of cross-sections. As an alternative, symbols may be used to identify each change in lithology.
- The density of granular soils is obtained by adding the number of blows for the last two increments. Refer to Density of Granular Soils Chart on back of log sheet. For consistency of cohesive soils refer also to the back of log sheet - Consistency of Cohesive Soils. Enter this information under the appropriate column. Refer to Section 5.2.3.

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FIGURE 5
COMPLETED BORING LOG (EXAMPLE)



BORING LOG

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PROJECT NAME:	<u>NSB- SITE</u>	BORING NUMBER:	<u>SB/MW 1</u>
PROJECT NUMBER:	<u>9594</u>	DATE:	<u>3/8/96</u>
DRILLING COMPANY:	<u>SOILTEST CO.</u>	GEOLOGIST:	<u>SJ CONTI</u>
DRILLING RIG:	<u>CME-55</u>	DRILLER:	<u>R. ROCK</u>

Sample No. and Type or RQD	Depth (Ft.) or Run No.	Blows / 6" or RQD (%)	Sample Recovery / Sample Length	Lithology Change (Depth/Ft.) or Screened Interval	MATERIAL DESCRIPTION			U S C S *	Remarks	PID/FID Reading (ppm)			
					Soil Density/ Consistency or Rock Hardness	Color	Material Classification			Sample	Sampler BZ	Borehole**	Driller BZ**
S-1 e 0800	0.0 2.0	7 6 9 10	1.5/2.0		M DENSE	BRN TO BLK	SILTY SAND - SOME Rock FR. - TR BRICKS (FILL)	SM	MOIST SL. ORG. ODOR FILL TO 4'±	5	0	0	0
	4.0			4.0									
S-2 e 0810	5.0 6.0	5 7 9 8	2.9/2.0		M DENSE	BRN	SILTY SAND - TR FINE GRAVEL	SM	MOIST - W ODOR NAT. MATL. TOOK SAMPLE SB01-0406 FOR ANALYSIS	10	0	-	-
	8.0			7.0 ± 8.0									
S-3 e 0820	8.0 10.0	6 8 17 16	1.9/2.0		DENSE	TAN GRN	FINE TO COARSE SAND TR.F. GRAVEL	SW	WET HIT WATER: 7'±	0	0	0	0
	12.0			12.0									
S-4 e 0830	12.0 14.0	7 6 5 8	1.6/2.0		STIFF	GRAY	SILTY CLAY	CL	MOIST → WET AUGER REF @ 15'	0	.5	-	-
	15.0			15.0									
	16.0			16.0	M HARD	BRN	SILTSTONE	VER	WEATHERED LO 4 JNTS @ 15.5 WATER STAINS @ 16.5, 17.1, 17.5	0	0	0	0
9/5 ①	19.0		4.0/5.0	19.0					LOSING SOME				
	20.0				HARD	GRAY	SANDSTONE - SOME SILTSTONE	BR	DRILL H2O @ 17'± SET TEMP 6" CAS TO 15.5				
4.9 5.0 ②	25.0		5.0/5.0	25.0					SET 2"Ø PVC SCREEN 16-25 SAND 14-25 PELLETS 12-14	0	0	0	0

* When rock coring, enter rock brokenness.

** Include monitor reading in 6 foot intervals @ borehole. Increase reading frequency if elevated response read.

Remarks: CME-55 RIG, 4 1/4" ID HSA - 9" OD ± • 1-20Z Drilling Area
2" SPLIT SPOONS - 140 LB HAMMER - 30" DROP 1-80Z Background (ppm): 0
NX CORE IN BEDROCK RUN (1) = 25 min, RUN (2) = 15 min

Converted to Well: Yes ☒ No ☐ Well I.D. #: MW-1

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- Enter color of the material in the appropriate column.
- Describe material using the USCS. Limit this column for sample description only. The predominant material is described last. If the primary soil is silt but has fines (clay) - use clayey silt. Limit soil descriptors to the following:
 - Trace: 0 - 10 percent
 - Some: 11 - 30 percent
 - And/Or: 31 - 50 percent
- Also indicate under Material Classification if the material is fill or natural soils. Indicate roots, organic material, etc.
- Enter USCS symbol - use chart on back of boring log as a guide. If the soils fall into one of two basic groups, a borderline symbol may be used with the two symbols separated by a slash. For example ML/CL or SM/SP.
- The following information shall be entered under the "Remarks" column and shall include, but is not limited by, the following:
 - Moisture - estimate moisture content using the following terms - dry, moist, wet and saturated. These terms are determined by the individual. Whatever method is used to determine moisture, be consistent throughout the log.
 - Angularity - describe angularity of coarse grained particles using the terms angular, subangular, subrounded, or rounded. Refer to ASTM D 2488 or Earth Manual for criteria for these terms.
 - Particle shape - flat, elongated, or flat and elongated.
 - Maximum particle size or dimension.
 - Water level observations.
 - Reaction with HCl - none, weak, or strong.
- Additional comments:
 - Indicate presence of mica, caving of hole, when water was encountered, difficulty in drilling, loss or gain of water.
 - Indicate odor and Photoionization Detector (PID) or Flame Ionization Detector (FID) reading if applicable.
 - Indicate any change in lithology by drawing a line through the lithology change column and indicate the depth. This will help when cross-sections are subsequently constructed.
 - At the bottom of the page indicate type of rig, drilling method, hammer size and drop, and any other useful information (i.e., borehole size, casing set, changes in drilling method).
 - Vertical lines shall be drawn (as shown in Figure 5) in columns 6 to 8 from the bottom of each sample to the top of the next sample to indicate consistency of material from sample to sample, if the material is consistent. Horizontal lines shall be drawn if there is a change in lithology, then vertical lines drawn to that point.

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- Indicate screened interval of well, as needed, in the lithology column. Show top and bottom of screen. Other details of well construction are provided on the well construction forms.

5.5.2 Rock Classification

- Indicate depth at which coring began by drawing a line at the appropriate depth. Indicate core run depths by drawing coring run lines (as shown) under the first and fourth columns on the log sheet. Indicate RQD, core run number, RQD percent, and core recovery under the appropriate columns.
- Indicate lithology change by drawing a line at the appropriate depth as explained in Section 5.5.1.
- Rock hardness is entered under designated column using terms as described on the back of the log or as explained earlier in this section.
- Enter color as determined while the core sample is wet; if the sample is cored by air, the core shall be scraped clean prior to describing color.
- Enter rock type based on sedimentary, igneous or metamorphic. For sedimentary rocks use terms as described in Section 5.3. Again, be consistent in classification. Use modifiers and additional terms as needed. For igneous and metamorphic rock types use terms as described in Sections 5.3.8.
- Enter brokenness of rock or degree of fracturing under the appropriate column using symbols VBR, BR, BL, or M as explained in Section 5.3.5 and as noted on the back of the Boring Log.
- The following information shall be entered under the remarks column. Items shall include but are not limited to the following:
 - Indicate depths of joints, fractures and breaks and also approximate to horizontal angle (such as high, low), i.e., 70E angle from horizontal, high angle.
 - Indicate calcareous zones, description of any cavities or vugs.
 - Indicate any loss or gain of drill water.
 - Indicate drop of drill tools or change in color of drill water.
- Remarks at the bottom of Boring Log shall include:
 - Type and size of core obtained.
 - Depth casing was set.
 - Type of rig used.
- As a final check the boring log shall include the following:
 - Vertical lines shall be drawn as explained for soil classification to indicate consistency of bedrock material.
 - If applicable, indicate screened interval in the lithology column. Show top and bottom of screen. Other details of well construction are provided on the well construction forms.

5.5.3 Classification of Soil and Rock from Drill Cuttings

The previous sections describe procedures for classifying soil and rock samples when cores are obtained. However, some drilling methods (air/mud rotary) may require classification and borehole

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logging based on identifying drill cuttings removed from the borehole. Such cuttings provide only general information on subsurface lithology. Some procedures that shall be followed when logging cuttings are:

- Obtain cutting samples at approximately 5-foot intervals, sieve the cuttings (if mud rotary drilling) to obtain a cleaner sample, place the sample into a small sample bottle or "zip lock" bag for future reference, and label the jar or bag (i.e. hole number, depth, date, etc.). Cuttings shall be closely examined to determine general lithology.
- Note any change in color of drilling fluid or cuttings, to estimate changes in lithology.
- Note drop or chattering of drilling tools or a change in the rate of drilling, to determine fracture locations or lithologic changes.
- Observe loss or gain of drilling fluids or air (if air rotary methods are used), to identify potential fracture zones.
- Record this and any other useful information onto the boring log as provided in Figure 1.

This logging provides a general description of subsurface lithology and adequate information can be obtained through careful observation of the drilling process. It is recommended that split-barrel and rock core sampling methods be used at selected boring locations during the field investigation to provide detailed information to supplement the less detailed data generated through borings drilled using air/mud rotary methods.

5.6 Review

Upon completion of the borings logs, copies shall be made and reviewed. Items to be reviewed include:

- Checking for consistency of all logs.
- Checking for conformance to the guideline.
- Checking to see that all information is entered in their respective columns and spaces.

6.0 REFERENCES

Unified Soil Classification System (USCS).

ASTM D2488, 1985.

Earth Manual, U.S. Department of the Interior, 1974.

7.0 RECORDS

Originals of the boring logs shall be retained in the project files.



STANDARD OPERATING PROCEDURES

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Applicability	Tetra Tech, Inc.		
Prepared	Earth Sciences Department		
Approved	J. Zimmerly		

Subject
SOIL SAMPLING

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1.0 PURPOSE

This Standard Operating Procedure (SOP) describes the procedures to be used to collect surface, near-surface, and subsurface soil samples. Additionally, it describes the methods for sampling of test pits and trenches to determine subsurface soil and rock conditions and for recovery of small-volume or bulk samples from pits.

2.0 SCOPE

This document applies to the collection of surface, near-surface, and subsurface soil samples exposed through hand digging, hand augering, drilling, or machine excavating at hazardous substance sites for laboratory testing, onsite visual examination, and onsite testing.

3.0 GLOSSARY

Composite Sample - A composite sample is a combination of more than one grab sample from various locations and/or depths and times that is homogenized and treated as one sample. This type of sample is usually collected when determination of an average waste concentration for a specific area is required. Composite samples shall not be collected for volatile organics analysis.

Confined Space - As stipulated in 29 Code of Federal Regulations (CFR) 1910.146, a confined space means a space that: (1) is large enough and so configured that an employee can bodily enter and perform assigned work; (2) has limited or restricted means for entry or exit (e.g., tanks, vessels, silos, storage bins, hoppers, vaults, pits, and excavations); and (3) is not designed for continuous employee occupancy. Tetra Tech considers all confined space as permit-required confined spaces.

Grab Sample - One sample collected at one location and at one specific time.

Hand Auger - A sampling device used to extract soil from the ground.

Representativeness – A qualitative description of the degree to which an individual sample accurately reflects population characteristics or parameter variations at a sampling point. It is therefore an important characteristic not only of assessment and quantification of environmental threats posed by the site, but also for providing information for engineering design and construction. Proper sample location selection and proper sample collection methods are important to ensure that a truly representative sample has been collected.

Sample for Non-Volatile Analyses - Includes all chemical parameters other than volatile organics (e.g., semivolatiles, pesticides/PCBs, metals, etc.) and those engineering parameters that do not require undisturbed soil for their analysis.

Split-Barrel Sampler - A steel tube, split in half lengthwise, with the halves held together by threaded collars at either end of the tube. Also called a split-spoon sampler, this device can be driven into resistant materials using a drive weight mounted in the drilling string. A standard split-barrel sampler is typically available in two common lengths, providing either 20-inch or 26-inch longitudinal clearance for obtaining 18-inch or 24-inch-long samples, respectively. These split-barrel samplers commonly range in size from 2 to 3.5 inches OD. The larger sizes are commonly used when a larger volume of sample material is required (see Attachment B).

Test Pit and Trench - Open, shallow excavations, typically rectangular (if a test pit) or longitudinal (if a trench), excavated to determine shallow subsurface conditions for engineering, geological, and soil chemistry exploration and/or sampling purposes. These pits are excavated manually or by machine (e.g., backhoe, clamshell, trencher, excavator, or bulldozer).

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Thin-Walled Tube Sampler - A thin-walled metal tube (also called a Shelby tube) used to recover relatively undisturbed soil samples. These tubes are available in various sizes, ranging from 2 to 5 inches outside diameter (OD) and from 18 to 54 inches in length.

4.0 RESPONSIBILITIES AND PERSONNEL QUALIFICATIONS

Project Manager - The Project Manager is responsible for determining the sampling objectives, selecting proposed sampling locations, and selecting field procedures used in the collection of soil samples. Additionally, in consultation with other project personnel (geologist, hydrogeologist, etc.), the Project Manager establishes the need for test pits or trenches and determines their approximate locations and dimensions.

Site Safety Officer (SSO) - The SSO (or a qualified designee) is responsible for providing the technical support necessary to implement the project Health and Safety Plan. This will include (but not be limited to) performing air quality monitoring during sampling, boring, and excavation activities and to ensure that workers and offsite (downwind) individuals are not exposed to hazardous levels of airborne contaminants. The SSO/designee may also be required to advise the FOL on other safety-related matters regarding boring, excavation, and sampling, such as mitigative measures to address potential hazards from unstable trench walls, puncturing of drums or other hazardous objects, etc.

Field Operations Leader (FOL) - This individual is primarily responsible for the execution of the planning document containing the Sampling and Analysis Plan (SAP). This is accomplished through management of a field sampling team for the proper acquisition of samples. He or she is responsible for the supervision of onsite analyses; ensuring proper instrument calibration, care, and maintenance; sample collection and handling; the completion and accuracy of all field documentation; and making sure that custody of all samples obtained is maintained according to proper procedures. When appropriate and as directed by the FOL, such responsibilities may be performed by other qualified personnel (e.g., field technicians) where credentials and time permit. The FOL is responsible for finalizing the locations for collection of surface, near-surface, and subsurface (hand and machine borings, test pits/trenches) soil samples. He/she is ultimately responsible for the sampling and backfilling of boreholes, test pits, and trenches and for adherence to Occupational Safety and Health Administration (OSHA) regulations during these operations through self acquisition or through the management of a field team of samplers.

Project Geologist/Sampler - The project geologist/sampler is responsible for the proper acquisition of samples in accordance with this SOP and/or other project-specific documents. In addition, this individual is responsible for the completion of all required paperwork (e.g., sample log sheets, field notebook, boring logs, test pit logs, container labels, custody seals, and chain-of-custody forms) associated with the collection of those samples.

Competent Person - A Competent Person, as defined in 29 CFR 1929.650 of Subpart P - Excavations, means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

General personnel qualifications for groundwater sample collection and onsite water quality testing include the following:

- Occupational Safety and Health Administration (OSHA) 40-hour and applicable refresher training.
- Capability of performing field work under the expected physical and environmental (i.e., weather) conditions.
- Familiarity with appropriate procedures for sample documentation, handling, packaging, and shipping.

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5.0 HEALTH AND SAFETY

Health and safety precautions are identified for individual sample collection procedures throughout this SOP. In addition to those precautions, the following general hazards may be incurred during sampling activities:

- Knee injuries from kneeling on hard or uneven surfaces
- Slips, trips, and falls
- Cuts and lacerations
- Traffic hazards associated with sampling in parking areas, along roadways and highways.

Methods of avoiding these hazards are provided below.

Knee injuries – If kneeling is required during soil sampling, this could result in knee injuries from stones/foreign objects and general damage due to stress on the joints. To minimize this hazard:

- Clear any foreign objects from the work area.
- Wear hard-sided knee pads.
- Stretch ligaments, tendons and muscles before, during and after. Take breaks as frequently as necessary.
- Report pre-existing conditions to the SSO if you feel this activity will aggravate an existing condition.

Slips, Trips, and Falls – These hazards exist while traversing varying terrains carrying equipment to sample locations. To minimize these hazards:

- Pre-survey sampling locations. Eliminate, barricade, or otherwise mark physical hazards leading to the locations.
- Carry small loads that do not restrict the field of vision.
- Travel the safest and clearest route (not necessarily the shortest).

Cuts and Lacerations - To prevent cuts and lacerations associated with soil sampling, the following provisions are required:

- Always cut away from yourself and others when cutting tubing or rope. This will prevent injury to yourself and others if the knife slips.
- Do not place items to be cut in your hand or on your knee.
- Change blades as necessary to maintain a sharp cutting edge. Many accidents result from struggling with dull cutting attachments.
- Whenever practical, wear cut-resistant gloves (e.g., leather or heavy cotton work gloves) at least on the hand not using the knife.

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- Keep cutting surfaces clean and smooth.
- Secure items to be cut – do not hold them against the opposing hand, a leg, or other body part.
- When transporting glassware, keep it in a hard-sided container such as a cooler so that if there is a fall, you will be less likely to get cut by broken glass.
- DO NOT throw broken sample jars or glass ampoules into garbage bags. Place broken glass and glass ampoules in hard-sided containers such as a cardboard box or directly into a dumpster. DO NOT reach into garbage bags to retrieve any item accidentally thrown away. Empty the contents onto a flat surface to avoid punctures and lacerations from reaching where you cannot see.

Vehicular and Foot Traffic Hazards – When sampling along the roadway or near traffic patterns, follow the following precautions:

- Motorists may be distracted by onsite activities – ASSUME THEY DO NOT SEE YOU OR MEMBERS OF YOUR FIELD CREW.
- DO NOT place obstructions (such as vehicles) along the sides of the road that may cause site personnel to move into the flow of traffic to avoid your activities or equipment or that will create a blind spot.
- **Provide a required free space of travel.** Maintain at least 6 feet of space between you and moving traffic. Where this is not possible, use flaggers and/or signs to warn oncoming traffic of activities near or within the travel lanes.
- Face Traffic. Whenever feasible, if you must move within the 6 feet of the required free space or into traffic, attempt to face moving traffic at all times. Always leave yourself an escape route.
- Wear high-visibility vests to increase visual recognition by motorists.
- Do not rely on the vehicle operator's visibility, judgment, or ability. Make eye contact with the driver. Carefully and deliberately use hand signals so they will not startle or confuse motorists or be mistaken for a flagger's direction before moving into traffic.
- Your movements may startle a motorist and cause an accident, so move deliberately. Do not make sudden movements that might confuse a motorist.

6.0 PROCEDURES

The following procedures address surface and subsurface sampling.

CAUTION

Each situation must be evaluated individually to determine the applicability and necessity for obtaining a utility clearance ticket/dig permit. Common sense dictates, prior to digging or boring with power equipment, no matter what the depth, or digging by hand in a manner that could damage unprotected underground utilities, that a dig permit is required. See SOP HS-1.0, Utility Locating and Excavation Clearance, for additional clarification. If you do not know or are unsure as to whether a ticket is necessary – **Get the Ticket.**

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6.1 Overview

Soil sampling is an important adjunct to groundwater monitoring. Sampling of the soil horizons above the groundwater table can detect contaminants before they migrate to the water table, and can establish the amount of contamination absorbed or adsorbed on aquifer solids that have the potential of contributing to groundwater contamination.

Soil types can vary considerably on a hazardous waste site. These variations, along with vegetation, can affect the rate of contaminant migration through the soil. It is important, therefore, that a detailed record be maintained during sampling operations, particularly noting sampling locations, depths, and such characteristics as grain size, color, and odor. Subsurface conditions are often stable on a daily basis and may demonstrate only slight seasonal variation especially with respect to temperature, available oxygen and light penetration. Changes in any of these conditions can radically alter the rate of chemical reactions or the associated microbiological community, thus further altering specific site conditions. Certain vegetation species can create degradation products that can alter contaminant concentrations in soil. This is why vegetation types and extent of degradation of this foliage must be recorded. To prevent degradation, samples must be kept at their at-depth temperature or lower, protected from direct light, sealed tightly in approved glass containers, and be analyzed as soon as possible after collection. In addition, to the extent possible, vegetation should be removed from the sample.

The physical properties of the soil, its grain size, cohesiveness, associated moisture, and such factors as depth to bedrock and water table, will limit the depth from which samples can be collected and the method required to collect them. It is the intent of this document to present the most commonly employed soil sampling methods used at hazardous waste sites.

6.2 Soil Sample Collection

6.2.1 Procedure for Preserving and Collecting Soil Samples for Volatile Organic Compound Analysis

Samples collected using traditional methods such as collection in a jar with no preservation have been known to yield non-representative samples due to loss of volatile organic compounds (VOCs). To prevent such losses, preservation of samples with methanol or sodium bisulfate may be used to minimize volatilization and biodegradation. This preservation may be performed either in the field or laboratory, depending on the sampling methodology employed. Because of the large number of sampling methods and associated equipment required, careful coordination between field and laboratory personnel is needed.

Soil samples to be preserved by the laboratory are currently being collected using Method SW-846, 5035. For samples preserved in the field, laboratories are currently performing low-level analyses (sodium bisulfate preservation) and high- to medium-level analyses (methanol preservation) depending on the needs of the end user.

The following procedures outline the necessary steps for collecting soil samples to be preserved at the laboratory, and for collecting soil samples to be preserved in the field with methanol or sodium bisulfate.

6.2.1.1 Soil Samples to be Preserved at the Laboratory

Soil samples collected for volatile organic analysis that are to be preserved at the laboratory shall be obtained using a hermetically sealed sample vial such as an EnCore™ sampler. Each sample shall be

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obtained using a reusable sampling handle (T-handle) that can be provided with the EnCore™ sampler when requested and purchased. Collect the sample in the following manner for each EnCore™ sampler:

1. Scene Safety - Evaluate the area where sampling will occur. Ensure that the area is safe from physical, chemical, and natural hazards. Clear or barricade those hazards that have been identified.
2. Wear the appropriate personal protective equipment (PPE). This will include, at a minimum, safety glasses and nitrile surgeon's gloves. If you must kneel on the ground or place equipment on the surface being sampled, cover the ground surface with plastic to minimize surface contamination of your equipment and clothing. Wear knee pads to protect your knees from kneeling on hard or uneven surfaces.
3. Load the Encore™ sampler into the T-handle with the plunger fully depressed.
4. Expose the area to be sampled using a hand trowel or similar device to remove surface debris.
5. Press the T-handle against the freshly exposed soil surface, forcing soil into the sampler. The plunger will be forced upward as the cavity fills with soil.
6. When the sampler is full, rotate the plunger and lock it into place. If the plunger does not lock, the sampler is not full. This method ensures there is no headspace. Soft soil may require several plunges or forcing soil against a hard surface such as a sample trowel to ensure that headspace is eliminated.
7. Use a paper towel to remove soil from the side of the sampler so a tight seal can be made between the sample cap and the rubber O-ring.
8. With soil slightly piled above the rim of the sampler, force the cap on until the catches hook the side of the sampler.
9. Remove any surface soil from the outside of the sampler and place in the foil bag provided with the sampler. Good work hygiene practices and diligent decontamination procedures prevents the spread of contamination even on the outside of the containers.
10. Label the bag with appropriate information in accordance with SOP SA-6.3.
11. Place the full sampler inside a lined cooler with ice and cool to $4^{\circ}\text{C} \pm 2^{\circ}\text{C}$. Make sure any required trip blanks and temperature blanks are also in the cooler. Secure custody of the cooler in accordance with SOP SA-6.3.
12. Typically, collect three Encore™ samplers at each location. Consult the SAP or laboratory to determine the required number of Encore™ samplers to be collected.
13. The T-handle shall be decontaminated before moving to the next interval or location using a soap and water wash and rinse, and where applicable, the selected solvent as defined in the project planning documents.

Using this type of sampling device eliminates the need for field preservation and the shipping restrictions associated with preservatives. A complete set of instructions is included with each Encore™ sampler.

After the Encore™ samples are collected, they should be placed on ice immediately and delivered to the laboratory within 48 hours (following the chain-of-custody and documentation procedures outlined in SOP SA-6.1). Samples must be preserved by the laboratory within 48 hours of sample collection.

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6.2.1.2 Soil Samples to be Preserved in the Field

Soil samples preserved in the field may be prepared for analyses using both the low-level (sodium bisulfate preservation) and high- to medium-level (methanol preservation) methods.

Safety Reminder

When using chemicals in the field to preserve samples, the FOL and/or SSO must ensure that Materials Safety Data Sheets (MSDSs) have been provided with the chemicals to be used. They also must ensure that these chemicals have been added to the Chemical Inventory List contained within Section 5.0, Hazard Communication, of your Health and Safety Guidance Manual (HSGM). Lastly, but most importantly, the FOL and/or SSO must review the hazards with personnel using these chemicals and ensure that provisions are available for recommended PPE and emergency measures (e.g., eyewash, etc.).

Methanol Preservation (High to Medium Level):

Bottles may be pre-spiked with methanol in the laboratory or prepared in the field. Soil samples to be preserved in the field with methanol shall utilize 40 to 60 mL glass vials with septum-lined lids. Each sample bottle shall be filled with 25 mL of demonstrated analyte-free purge-and-trap grade methanol. The preferred method for adding methanol to the sample bottle is by removing the lid and using a pipette or scaled syringe to add the methanol directly to the bottle.

CAUTION

NEVER attempt to pipette by mouth

In situations where personnel are required to spike the septum using a hypodermic needle, the following provisions for handling sharps must be in place:

- Training of personnel regarding methods for handling of sharps
- Hard-sided containers for the disposal of sharps
- Provisions for treatment in cases where persons have received a puncture wound

Soil shall be collected with the use of a decontaminated (or disposable), small-diameter coring device such as a disposable tube/plunger-type syringe with the tip cut off. The outside diameter of the coring device must be smaller than the inside diameter of the sample bottle neck.

A small electronic balance or manual scale will be necessary for measuring the volume of soil to be added to the methanol-preserved sample bottle. Calibration of the scale shall be performed prior to use and intermittently throughout the day according to the manufacturer's requirements.

The sample should be collected as follows:

1. Weigh the unused syringe and plunger to the nearest 0.01 gram.
2. Pull the plunger back and insert the syringe into the soil to be sampled.
3. Collect 8 to 12 grams of soil by pushing the syringe barrel into the soil.
4. Weigh the sample and adjust until obtaining the required amount of sample.

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5. Record the sample weight to the nearest 0.01 gram in the field logbook and/or on the sample log sheet.
6. Extrude the weighed soil sample into the methanol-preserved sample bottle taking care not to contact the sample container with the syringe.
7. If dirty, wipe soil particles from the threads of the bottle and cap. Cap the bottle tightly.
8. After capping the bottle, swirl the sample (do not shake) in the methanol and break up the soil such that all of the soil is covered with methanol.
9. Place the sample on ice immediately and prepare for shipment to the laboratory as described in SOP SA-6.1.

Sodium Bisulfate Preservation (Low Level):

CAUTION

Care should be taken when adding the soil to the sodium bisulfate solution. A chemical reaction of soil containing carbonates (limestone) may cause the sample to effervesce or the vial to possibly explode. To avoid this hazard or hazards of this type, a small sample aliquot should be subjected to the sample preservative. If it effervesces in an open air environment, utilize an alternative method such as Encore™ or 2-ounce jar.

Bottles may be prepared in the laboratory or in the field with sodium bisulfate solution. Samples to be preserved in the field using the sodium bisulfate method are to be prepared and collected as follows:

1. Add 1 gram of sodium bisulfate to 5 mL of laboratory-grade deionized water in a 40 to 60 mL glass vial with septum-lined lid.
2. Collect the soil sample and record the sample weight to the nearest 0.01 gram in the field logbook or on the sample log sheet as described for methanol preservation
3. Add the weighed sample to the sample vial.
4. Collect duplicate samples using the methanol preservation method on a one-for-one sample basis because it is necessary for the laboratory to perform both low-level and medium-level analyses.
5. Place the samples on ice immediately and prepare for shipment to the laboratory as described in SOP SA-6.1.

NOTE

If lower detection limits are necessary, an option to field preserving with sodium bisulfate may be to collect EnCore™ samplers at a given sample location. Consult the planning documents to determine whether this is required. If it is, collect samples in accordance with the Encore™ sampling procedure above and then send all samplers to the laboratory to perform the required preservation and analyses.

6.2.2 Procedure for Collecting Soil Samples for Non-Volatile Analyses

Samples collected for non-volatile analyses may be collected as either grab or composite samples as follows:

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1. With a stainless steel trowel or other approved tool, transfer a portion of soil to be sampled to a stainless steel bowl or disposable inert plastic tray.
2. Remove roots, vegetation, sticks, and stones larger than the size of a green pea.
3. Thoroughly mix the soil in the bowl or tray to obtain as uniform a texture and color as practicable. The soil type, moisture content, amount of vegetation, and other factors may affect the amount of time required to obtain a properly mixed sample. In some cases, it may be impossible to obtain a uniform sample appearance. Use the field logbook to describe any significant difficulties encountered in obtaining a uniform mixture.
4. Transfer the mixed soil to the appropriate sample containers and close the containers.
5. Label the sample containers in accordance with SOP SA-6.3.
6. Place the containers in a cooler of ice as soon after collection as possible.
7. Prepare the sample shipment and ship the samples in accordance with SOP SA-6.1.

NOTE

Cooling may not be required for some samples depending on the scheduled analyses. Consult the planning documents if in doubt regarding correct sample preservation conditions. When in doubt – Cool to 4°C.

NOTE

Head space is permitted in soil sample containers for non-volatile analyses to allow for sample expansion.

6.2.3 Procedure for Collecting Undisturbed Soil Samples

NOTE

Use of thin-walled undisturbed tube samplers is restricted by the consistency of the soil to be sampled. Often, very loose and/or wet samples cannot be retrieved by the samplers, and soil with a consistency in excess of very stiff cannot be penetrated by the sampler. Devices such as Dennison or Pitcher core samplers can be used to obtain undisturbed samples of stiff soil. Using these devices normally increases sampling costs, and therefore their use should be weighed against the need for acquiring an undisturbed sample. These devices are not discussed in this SOP because they are not commonly used.

When it is necessary to acquire undisturbed samples of soil for purposes of engineering parameter analysis (e.g., permeability), a thin-walled, seamless tube sampler (Shelby tube) shall be employed using the following collection procedure:

1. In preparation for sampling utilizing a drill rig, field personnel must complete the following activities:
 - Ensure that all subsurface drilling activities are preceded by a utility clearance for the area to be investigated. This includes activities described in SOP HS-1.0, Utility Location and Excavation Clearance, as well as any location-specific procedures that may apply.

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REMEMBER

If you are digging near a marked utility (within the diameter of an underground utility that has been marked plus 18 inches), you must first locate the utility through vacuum extraction or hand digging to ensure that your activities will not damage the utility.

- Complete an Equipment Inspection Checklist for the drill rig or direct-push technology (DPT) rig. This checklist will be provided in the HASP.
 - Review the Safe Work Permit prior to conducting the activity.
 - Review the activity to be conducted.
2. Remove all surface debris (e.g., vegetation, roots, twigs, etc.) from the specific sampling location and drill and/or clean out the borehole to the desired sampling depth. Be careful to minimize potential disturbance of the material to be sampled. In saturated material, withdraw the drill bit slowly to prevent loosening of the soil around the borehole and to maintain the water level in the hole at or above groundwater level.

CAUTION

The use of bottom-discharge bits or jetting through an open-tube sampler to clean out the borehole shall not be allowed. Only the use of side-discharge bits is permitted.

3. Determine whether a stationary piston-type sampler is required to limit sample disturbance and aid in retaining the sample. Either the hydraulically operated or control rod activated-type of stationary piston sampler may be used.
4. Prior to inserting the tube sampler into the borehole, check to ensure that the sampler head contains a check valve. The check valve is necessary to keep water in the rods from pushing the sample out the tube sampler during sample withdrawal. In addition, the check valve maintains a positive suction within the tube to help retain the sample.
5. A stainless steel tube sampler is typically used to minimize chemical reaction between the sample and the sampling tube.
6. With the sampling tube resting on the bottom of the hole and the water level in the boring at groundwater level or above, push the tube into the soil with a continuous and rapid motion, without impacting or twisting. If the soil is too hard to penetrate by pushing alone, careful hammering may be used by minimizing drop distance (tapping) of the hammer. Before pulling the tube, turn it at least one revolution to shear the sample off at the bottom. In no case shall the tube be pushed farther than the length provided for the soil sample. Allow about 3 inches in the tube for cuttings and sludge.
7. Upon removal of the sampling tube from the hole, measure the length of sample in the tube and also the length penetrated.
8. Remove disturbed material in the upper end of the tube and measure the length of sample again.
9. After removing at least 1 inch of soil from the lower end, place enough packing material (clean inert material such as paper or cloth) tightly in each end of the Shelby tube and then pour melted wax into each end to make at least a ½-inch wax plug and then add more packing material to fill the voids at both ends.

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10. Place plastic caps on the ends, tape the caps in place, and dip the ends in wax to prevent loss of soil.
11. Affix label(s) to the tube as required and record sample number, depth, penetration, and recovery length on the label.
12. Mark the "up" direction on the side and upper end of the tube with indelible ink.
13. Complete a chain-of-custody form (see SOP SA-6.3) and other required forms (including Attachment A of this SOP).
14. Ship samples protected with suitable resilient packing material to reduce shock, vibration, and disturbance.

CAUTION

To preserve sample integrity do not allow tubes to freeze, and store the samples vertically with the same orientation they had in the ground, (i.e., top of sample is up) in a cool place out of the sun at all times.

CAUTION

A primary concern in the preparation of the wax plugs is the potential for the heat source and melted wax to cause a fire and/or burns. Follow the directions below to prevent injury or fire.

Electrical Heating

Using hot plates to melt the wax is acceptable. In an outdoor setting, make sure a Ground Fault Circuit Interrupter (GFCI) is employed within the electrical circuit. If a portable generator is used, ensure that the generator is an adequate distance from the sampling operation (at least 50 feet). Ensure that the extension cord is rated for the intended load and for outdoor use and is free from recognizable damage. Ensure flammable preservatives are not employed or stored near the hot plate. Although a Hot Work Permit is not required, scene safety evaluation by site personnel of the above elements is. As always, if a fire potential exists, the provisions for extinguishing must be immediately accessible as well as any provisions for first aid measures.

Open Flame

If an open flame is used, the following provisions are necessary:

- Complete a Hot Work Permit and any local permit required for elevated temperature applications. The Hot Work Permit, provided in your HASP, will aid the FOL and/or the SSO in ensuring that fire protection provisions (extinguishers, fire watches, etc.) are in place as well as ensuring that local requirements have been addressed.
- Ensure that water is available to address any wax splashes or contact. If possible, immerse the contacted area. Where this is not possible, run water over the area and apply cold compresses. The need for medical attention or first aid shall be determined on site under the direction of the SSO.

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6.3 **Surface Soil Sampling**

The simplest, most direct method of collecting surface soil samples for subsequent analysis is by use of a stainless steel shovel, hand auger, soil corer, or stainless steel or disposable plastic trowel.

NOTE

Multiple depth intervals are used to describe surface soil. Sometimes surface soil is defined as soil from 0 to 2 inches below ground surface (bgs), and sometimes it is defined as soil from other depths such as 0 to 2 feet bgs. Ensure that the definition of surface soil depth is clear before collecting surface soil samples.

For the purposes of instruction, the terms “surface soil” and “near-surface soil” are used in this SOP as follows:

- Surface soil - 0 to 6 inches bgs
- Near-surface soil - 6 to 18 inches bgs

If these intervals are defined differently in the planning documents, substitute the appropriate depth ranges.

In general, the following equipment is necessary for obtaining surface soil samples:

- Stainless steel or pre-cleaned disposable trowel.
- Stainless steel hand auger, soil corer, or shovel.
- Real-time air monitoring instrument (e.g., PID, FID) as directed in project planning document.
- Required PPE.
 - Nitrile surgeon's or latex gloves may be used, layered as necessary.
 - Safety glasses
 - Other – Items identified on the Safe Work Permit may be required based on location-specific requirements such as hearing protection, steel-toed work boots, and a hard hat when working near a drill rig. These provisions will be listed in the HASP or directed by the FOL and/or SSO.

Safety Reminder

The use of latex products may elicit an allergic reaction in some people. Should this occur, remove the latex gloves, treat for an allergic reaction, and seek medical attention as necessary.

- Required paperwork (see SOP SA-6.3 and Attachment A of this SOP)
- Required decontamination equipment
- Required sample container(s)
- Wooden stakes or pin flags

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- Sealable polyethylene bags (e.g., Ziploc® baggies)
- Heavy duty cooler
- Ice
- Chain-of-custody records and custody seals

When acquiring surface soil samples, use the following procedure:

1. Place padding or use knee pads when kneeling near the sample location. If necessary, place plastic sheeting to provide a clean surface for sample equipment to avoid possible cross- contamination.
2. Carefully remove vegetation, roots, twigs, litter, etc. to expose an adequate soil surface area to accommodate sample volume requirements.
3. Using a precleaned syringe or EnCore™ samplers, follow the procedure in Section 6.2.1 for collecting surface soil samples for volatile analysis. Surface soil samples for volatile organic analysis should be collected deeper than 6 inches bgs because shallower material has usually lost most of the volatiles through evaporation. Ensure that the appropriate surface soil depth is being analyzed in accordance with the planning document.
4. Using decontaminated sampling tools, thoroughly mix in place a sufficient amount of soil to fill the remaining sample containers. See Section 6.5 of this procedure for hand auger instruction, as needed.
5. Transfer the sample into those containers utilizing a stainless steel trowel.
6. Cap and securely tighten all sample containers.
7. Affix a sample label to each container. Be sure to fill out each label carefully and clearly, addressing all the categories described in SOP SA-6.3.
8. Proceed with the handling and processing of each sample container as described in SOP SA-6.2.
9. Site restoration – Whenever removing sample materials, always restore the surface. It is our intent to leave the area better than we found it. Do NOT create trip hazards in areas when pedestrian traffic may exist.

6.4 Near-Surface Soil Sampling

Collection of samples from near the surface (depth of 6 to 18 inches) can be accomplished with tools such as shovels, hand auger, soil corers, and stainless steel or pre-cleaned disposable trowels and the equipment listed under Section 6.5 of this procedure.

To obtain near-surface soil samples, the following protocol shall be used:

1. With a clean shovel, make a series of vertical cuts in the soil to the depth required to form a square approximately 1 foot by 1 foot.
2. Lever out the formed plug and scrape the bottom of the freshly dug hole with a decontaminated stainless steel or pre-cleaned disposable trowel to remove any loose soil.

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3. Follow steps 1 through 9 of Section 6.3.

6.5 Subsurface Soil Sampling With a Hand Auger

A hand augering system generally consists of a variety of stainless steel bucket bits (approximately 6.5 inches long and 2, 2.75, 3.25, and 4 inches in diameter), series of extension rods (available in 2-, 3-, 4- and 5-inch lengths), and a T-handle connected to extension rods and to the auger bucket. A larger-diameter bucket bit is commonly used to bore a hole to the desired sampling depth and then it is withdrawn. The larger-diameter bit is then replaced with a smaller-diameter bit, lowered down the hole, and slowly turned into the soil to the completion depth (approximately 6 inches). The apparatus is then withdrawn and the soil sample collected.

The hand auger can be used in a wide variety of soil conditions. It can be used to sample soil either from the surface, or to depths in excess of 12 feet. However, the presence of subsurface rocks and landfill material and collapse of the borehole normally limit sampling depth.

To accomplish soil sampling using a hand augering system, the following equipment is required:

- Complete hand auger assembly (variety of bucket bit sizes)
- Stainless steel mixing bowls
- The equipment listed in Section 6.3
- Miscellaneous hand tools as required to assemble and disassemble the hand auger units

CAUTION

Potential hazards associated with hand augering include:

- Muscle strain and sprain due to over twisting and/or over compromising yourself.
- Equipment failure due to excessive stress on the T-handle or rods through twisting. Failure of any of these components will result in a sudden release and potential injury due to that failure.

As in all situations, any intrusive activities that could damage underground utilities shall be preceded by a Dig/Excavation permit/ticket. Call the Utility Locating service in the area or your Project Health and Safety Officer for more information. When in doubt – **Get the Ticket!**

To obtain soil samples using a hand auger, use the following procedure:

1. Wearing designated PPE, attach a properly decontaminated bucket bit to a clean extension rod and attach the T-handle to the extension rod.
2. Clear the area to be sampled of any surface debris (vegetation, twigs, rocks, litter, etc.).
3. Twist the bucket into the ground while pushing vertically downward on the auger. The cutting shoes fill the bucket as it is advanced into the ground.
4. As the auger bucket fills with soil, periodically remove any unneeded soil.

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5. Add rod extensions as necessary to extend the reach of the auger. Also, note (in a field notebook, boring log, and/or on a standardized data sheet) any changes in the color, texture or odor of the soil as a function of depth. The project-specific planning document (SAP, HASP, etc.) describe requirements for scanning the soil with a real-time air monitoring instrument (e.g., PID, FID, etc.) and recording the measurements.
6. After reaching the desired depth (e.g., the top of the interval to be sampled), slowly and carefully withdraw the apparatus from the borehole to prevent or minimize movement of soil from shallower intervals to the bottom of the hole.
7. Remove the soiled bucket bit from the rod extension and replace it with another properly decontaminated bucket bit. The bucket bit used for sampling is to be smaller in diameter than the bucket bit employed to initiate the borehole.
8. Carefully lower the apparatus down the borehole. Care must be taken to avoid scraping the borehole sides.
9. Slowly turn the apparatus until the bucket bit is advanced approximately 6 inches.
10. Discard the top of the core (approximately 1 inch), which represents any loose material collected by the bucket bit before penetrating the sample material.
11. Using a precleaned syringe or EnCore™ samplers, follow the procedure in Section 6.2.1 for collecting a soil sample for volatile compound analysis directly from the bucket bit.
12. Utilizing a properly decontaminated stainless steel trowel or dedicated disposable trowel, remove the remaining sample material from the bucket bit and place into a properly decontaminated stainless steel mixing bowl.
13. Homogenize the sample material as thoroughly as practicable then fill the remaining sample containers. Refer to Section 6.2.2.
14. Follow steps 4 through 7 listed in Section 6.3.

6.5.1 Sampling Using Stainless Steel Soil Corers

A soil corer is a stainless steel tube equipped with a cutting shoe and sample window in the side. The soil corer is advanced into the soil by applying downward pressure (body weight). The soil is unloaded by then forcing a ram towards the cutting shoe, which results in the discharge of the soil core through a window in the sleeve.

Use, application, and sample protocol is the same as for hand augering provided above, but without necessarily rotating the corer while advancing it.

SAFETY REMINDER

Hand augering and soil corer sampling can be physically demanding based on the type of geology and subsurface encumbrances encountered. Soil coring has some added hazards such the corer collapsing under your weight. To reduce the potential for muscle strain and damage, the following measures will be incorporated:

- Stretch and limber your muscles before heavy exertion. This hazard becomes more predominant in the early morning hours (prior to muscles becoming limber) and later in the day (as a result of fatigue).

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- Job rotation – Share the duties so that repetitive actions do not result in fatigue and injury.
- Increase break frequencies as needed, especially as ambient conditions of heat and/or cold stress may dictate.
- Do not force the hand tools or use cheater pipes or similar devices to bypass an obstruction. Move to another location near the sampling point. Exerting additional forces on the sampling devices can result in damage and/or failure that could potentially injure someone in the immediate vicinity.
- Do not over compromise yourself when applying force to the soil corer or hand auger. If there is a sudden release, it could result in a fall or muscle injury due to strain.

6.6 **Subsurface Soil Sampling with a Split-Barrel Sampler**

A split-barrel (split-spoon) sampler consists of a heavy carbon steel or stainless steel sampling tube that can be split into two equal halves to reveal the soil sample (see Attachment B). A drive head is attached to the upper end of the tube and serves as a point of attachment for the drill rod. A removable tapered nosepiece/drive shoe attaches to the lower end of the tube and facilitates cutting. A basket-like sample retainer can be fitted to the lower end of the split tube to hold loose, dry soil samples in the tube when the sampler is removed from the drill hole. This split-barrel sampler is made to be attached to a drill rod and forced into the ground by means of a 140-pound or larger casing driver.

Safety Reminder

It is intended through the Equipment Inspection for Drill Rigs form provided in the HASP that the hammer and hemp rope, where applicable, associated with this activity will be inspected (no physical damage is obvious), properly attached to the hammer (suitable knots or sufficient mechanical devices), and is in overall good condition.

Split-barrel samplers are used to collect soil samples from a wide variety of soil types and from depths greater than those attainable with other soil sampling equipment.

The following equipment is used for obtaining split-barrel samples:

- Drilling equipment (provided by subcontractor).
- Split-barrel samplers (2-inch OD, 1-3/8-inch ID, either 20 inches or 26 inches long); Larger OD samplers are available if a larger volume of sample is needed.
- Drive weight assembly, 140-pound weight, driving head, and guide permitting free fall of 30 inches.
- Stainless steel mixing bowls.
- Equipment listed in Section 6.3.

The following steps shall be followed to obtain split-barrel samples (Steps 1 through 4 are typically performed by the drilling subcontractor):

1. Attach the split-barrel sampler to the sampling rods.

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2. Lower the sampler into the borehole inside the hollow stem auger bits.
3. Advance the split-barrel sampler by hammering the length (typically 18 or 24 inches) of the split-barrel sampler into the soil using 140-pound or larger hammer.
4. When the desired depth is achieved, extract the drill rods and sampler from the augers and/or borehole.
5. Detach the sampler from the drill rods.
6. Place the sampler securely in a vise so it can be opened using pipe wrenches.

CAUTION

Pipe wrenches are used to separate the split spoon into several components. The driller's helper should not apply excessive force through the use of cheater pipes or push or pull in the direction where, if the wrench slips, hands or fingers will be trapped against an immovable object.

7. Remove the drive head and nosepiece with the wrenches, and open the sampler to reveal the soil sample.
8. Immediately scan the sample core with a real-time air monitoring instrument (e.g., FID, PID, etc.) (as project-specific planning documents dictate). Carefully separate (or cut) the soil core, with a decontaminated stainless steel knife or trowel, at about 6-inch intervals while scanning the center of the core for elevated readings. Also scan stained soil, soil lenses, and anomalies (if present), and record readings.
9. If elevated vapor readings were observed, collect the sample scheduled for volatile analysis from the center of the core where elevated readings occurred. If no elevated readings were encountered, the sample material should be collected from the core's center (this area represents the least disturbed area with minimal atmospheric contact) (refer to Section 6.2.1).
10. Using the same trowel, remove remaining sample material from the split-barrel sampler (except for the small portion of disturbed soil usually found at the top of the core sample) and place the soil into a decontaminated stainless steel mixing bowl.
11. Homogenize the sample material as thoroughly as practicable then fill the remaining sample containers (refer to Section 6.2.2).
12. Follow steps 4 through 7 in Section 6.3.

6.7 Subsurface Soil Sampling Using Direct-Push Technology

Subsurface soil samples can be collected to depths of 40+ feet using DPT. DPT equipment, responsibilities, and procedures are described in SOP SA-2.5.

6.8 Excavation and Sampling of Test Pits and Trenches

6.8.1 Applicability

This subsection presents routine test pit or trench excavation techniques and specialized techniques that are applicable under certain conditions.

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CAUTION

During the excavation of trenches or pits at hazardous waste sites, several health and safety concerns arise from the method of excavation. No personnel shall enter any test pit or excavation over 4 feet deep except as a last resort, and then only under direct supervision of a Competent Person (as defined in 29 CFR 1929.650 of Subpart P - Excavations). Whenever possible, all required chemical and lithological samples should be collected using the excavator bucket or other remote sampling apparatus. If entrance is required, all test pits or excavations must be stabilized by bracing the pit sides using specifically designed wooden, steel, or aluminum support structures or through sloping and benching. Personnel entering the excavation may be exposed to toxic or explosive gases and oxygen-deficient environments; therefore, monitoring will be conducted by the Competent Person to determine if it is safe to enter. Any entry into a trench greater than 4 feet deep will constitute a Confined Space Entry and must be conducted in conformance with OSHA standard 29 CFR 1910.146. In all cases involving entry, substantial air monitoring, before entry, appropriate respiratory gear and protective clothing determination, and rescue provisions are mandatory. There must be at least three people present at the immediate site before entry by one of the field team members. This minimum number of people will increase based on the potential hazards or complexity of the work to be performed. The reader shall refer to OSHA regulations 29 CFR 1926.650, 29 CFR 1910.120, 29 CFR 1910.134, and 29 CFR 1910.146. High-hazard entries such as this will be supported by members of the Health Sciences Group professionally trained in these activities.

Excavations are generally not practical where a depth of more than about 15 to 20-feet is desired, and they are usually limited to a few feet below the water table. In some cases, a pumping system may be required to control water levels within the pit, providing that pumped water can be adequately stored or disposed. If soil data at depths greater than 15-feet are required, the data are usually obtained through test borings instead of test pits.

In addition, hazardous wastes may be brought to the surface by excavation equipment. This material, whether removed from the site or returned to the subsurface, must be properly handled according to any and all applicable federal, state, and local regulations.

6.8.2 Test Pit and Trench Excavation

Test pits or trench excavations are constructed with the intent that they will provide an open view of subsurface lithology and/or disposal conditions that a boring will not provide. These procedures describe the methods for excavating and logging test pits and trenches installed to determine subsurface soil and rock conditions. Test pit operations shall be logged and documented (see Attachment C).

Test pits and trenches may be excavated by hand or power equipment to permit detailed descriptions of the nature and contamination of the in-situ materials. The size of the excavation will depend primarily on the following:

- The purpose and extent of the exploration
- The space required for efficient excavation
- The chemicals of concern
- The economics and efficiency of available equipment

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Test pits normally have a cross section that is 4 to 10 feet square; test trenches are usually 3 to 6 feet wide and may be extended for any length required to reveal conditions along a specific line. The following table provides guidelines for design consideration based on equipment efficiencies.

Equipment	Typical Widths, in Feet
Trenching machine	0.25 to 1.0
Backhoe/Track Hoe	2 to 6

The lateral limits of excavation of trenches and the position of test pits shall be carefully marked on area base maps. If precise positioning is required to indicate the location of highly hazardous materials, nearby utilities, or dangerous conditions, the limits of the excavation shall be surveyed. Also, if precise determination of the depth of buried materials is needed for design or environmental assessment purposes, the elevation of the ground surface at the test pit or trench location shall also be determined by survey. If the test pit/trench will not be surveyed immediately, it shall be backfilled and its position identified with stakes placed in the ground at the margin of the excavation for later surveying.

The construction of test pits and trenches shall be planned and designed in advance as much as possible. However, the following field conditions may necessitate revisions to the initial plans:

- Subsurface utilities
- Surface and subsurface encumbrances
- Vehicle and pedestrian traffic patterns
- Purpose for excavation (e.g., the excavation of potential ordnance items)

The final depth and construction method shall be collectively determined by the FOL and designated Competent Person. The actual layout of each test pit, temporary staging area, and spoils pile may further be predicated based on site conditions and wind direction at the time the test pit is excavated. Prior to excavation, the area may be surveyed by magnetometer or metal detector or other passive methods specified in SOP HS1.0, Utility Location and Excavation Clearance, to identify the presence of underground utilities or drums. Where possible, the excavator should be positioned upwind and preferably within an enclosed cab.

No personnel shall enter any test pit or excavation except as a last resort, and then only under direct supervision of a Competent Person. If entrance is required, OSHA requirements must be met (e.g., walls must be braced with wooden or steel braces, ladders must be placed for every 25 feet of lateral travel and extended 3 feet above ground surface). A temporary guard rail or vehicle stop must be placed along the surface of the hole before entry in situations where the excavation may be approached by traffic. Spoils will be stockpiled no closer than 2 feet from the sidewall of the excavation. The excavation equipment operator shall be careful not to undercut sidewalls and will, where necessary, bench back to increase stability. The top cover, when considered clean, will be placed separately from the subsurface materials to permit clean cover. It is emphasized that the project data needs should be structured such that required samples can be collected without requiring entrance into the excavation. For example, samples of leachate, groundwater, or sidewall soil can be collected with telescoping poles or similar equipment.

Dewatering and watering may be required to ensure the stability of the side walls, to prevent the bottom of the pit from heaving, and to keep the excavation stable. This is an important consideration for excavations in cohesionless material below the groundwater table and for excavations left open greater than a day. Liquids removed as a result of dewatering operations must be handled as potentially

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contaminated materials. Procedures for the collection and disposal of such materials should be discussed in the site-specific project plans.

Where possible excavations and test pits shall be opened and closed within the same working day. Where this is not possible, the following engineering controls shall be put in place to control access:

- Trench covers/street plates
- Fences encompassing the entire excavation intended to control access
- Warning signs warning personnel of the hazards
- Amber flashing lights to demarcate boundaries of the excavation at night

Excavations left open will have emergency means to exit should someone accidentally enter.

6.8.3 Sampling in Test Pits and Trenches

6.8.3.1 General

Log test pits and trenches as they are excavated in accordance with the Test Pit Log presented in Attachment C. These records include plan and profile sketches of the test pit/trench showing materials encountered, their depth and distribution in the pit/trench, and sample locations. These records also include safety and sample screening information.

Entry of test pits by personnel is extremely dangerous, shall be avoided unless absolutely necessary, and can occur only after all applicable health and safety and OSHA requirements have been met as stated above. These provisions will be reiterated as appropriate in the project-specific HASP.

The final depth and type of samples obtained from each test pit will be determined at the time the test pit is excavated. Sufficient samples are usually obtained and analyzed to quantify contaminant distribution as a function of depth for each test pit. Additional samples of each waste phase and any fluids encountered in each test pit may also be collected.

In some cases, samples of soil may be extracted from the test pit for reasons other than waste sampling and chemical analysis, for instance, to obtain geotechnical information. Such information includes soil types, stratigraphy, strength, etc., and could therefore entail the collection of disturbed (grab or bulk) or relatively undisturbed (hand-carved or pushed/driven) samples that can be tested for geotechnical properties. The purposes of such explorations are very similar to those of shallow exploratory or test borings, but often test pits offer a faster, more cost-effective method of sampling than installing borings.

6.8.3.2 Sampling Equipment

The following equipment is needed for obtaining samples for chemical or geotechnical analysis from test pits and trenches:

- Backhoe or other excavating machinery.
- Shovels, picks, hand augers, and stainless steel trowels/disposable trowels.
- Sample container - bucket with locking lid for large samples; appropriate bottle ware for chemical or geotechnical analysis samples.

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- Polyethylene bags for enclosing sample containers; buckets.
- Remote sampler consisting of 10-foot sections of steel conduit (1-inch-diameter), hose clamps, and right angle adapter for conduit (see Attachment D).

6.8.3.3 Sampling Methods

The methods discussed in this section refer to test pit sampling from grade level. If test pit entry is required, see Section 6.8.3.4.

- Excavate the trench or pit in several 0.5- to 1.0-foot depth increments. Where soil types support the use of a sand bar cutting plate, use of this device is recommended to avoid potentially snagging utilities with the excavator teeth. It is recommended that soil probes or similar devices be employed where buried items or utilities may be encountered. This permits the trench floor to be probed prior to the next cut.
- After each increment:
 - the operator shall wait while the sampler inspects the test pit from grade level
 - the sampler shall probe the next interval where this is considered necessary. Practical depth increments for lithological evaluations may range from 2 to 4 feet or where lithological changes are noted.
- The backhoe operator, who will have the best view of the test pit, shall immediately cease digging if:
 - Any fluid phase, including groundwater seepage, is encountered in the test pit
 - Any drums, other potential waste containers, obstructions, or utility lines are encountered
 - Distinct changes of material being excavated are encountered

This action is necessary to permit proper sampling of the test pit and to prevent a breach of safety protocol. Depending on the conditions encountered, it may be required to excavate more slowly and carefully with the backhoe.

For obtaining test pit samples from grade level, the following procedure shall be followed:

- Use the backhoe to remove loose material from the excavation walls and floor to the greatest extent possible.
- Secure the walls of the pit, if necessary. (There is seldom any need to enter a pit or trench that would justify the expense of shoring the walls. All observations and samples should be taken from the ground surface.)
- Samples of the test pit material are to be obtained either directly from the backhoe bucket or from the material after it has been deposited on the ground, as follows:
 - a. The sampler or FOL shall direct the backhoe operator to remove material from the selected depth or location within the test pit/trench.
 - b. The backhoe operator shall bring the bucket over to a designated location on the sidewall a sufficient distance from the pit (at least 5 feet) to allow the sampler to work around the bucket.

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- c. After the bucket has been set on the ground, the backhoe operator shall either disengage the controls or shut the machine down.
 - d. When signaled by the operator that it is safe to do, the sampler will approach the bucket.
 - e. The soil shall be monitored with a photoionization or flame ionization detector (PID or FID) as directed in the project -specific planning documents.
 - f. The sampler shall collect the sample from the center of the bucket or pile in accordance with surface soil sampling procedures of Section 6.3 or 6.4, as applicable. Collecting samples from the center of a pile or bucket eliminates cross-contamination from the bucket or other depth intervals.
- If a composite sample is desired, several depths or locations within the pit/trench will be selected, and the bucket will be filled from each area. It is preferable to send individual sample bottles filled from each bucket to the laboratory for compositing under the more controlled laboratory conditions. However, if compositing in the field is required, each sample container shall be filled from materials that have been transferred into a mixing bucket and homogenized. Note that homogenization/compositing is not applicable for samples to be subjected to volatile organic analysis.

CAUTION

Care must be exercised when using the remote sampler described in the next step because of potential instability of trench walls. In situations where someone must move closer than 2 feet to the excavation edge, a board or platform should be used to displace the sampler's weight to minimize the chance of collapse of the excavation edge. Fall protection should also be employed when working near the edges or trenches greater than 6 feet deep. An immediate means to extract people who have fallen into the trench will be immediately available. These means may include ladders or rope anchor points.

- Using the remote sampler shown in Attachment D, samples can be taken at the desired depth from the sidewall or bottom of the pit as follows:
 - a. Scrape the face of the pit/trench using a long-handled shovel or hoe to remove the smeared zone that has contacted the backhoe bucket.
 - b. Collect the sample directly into the sample jar, by scraping with the jar edge, eliminating the need for sample handling equipment and minimizing the likelihood of cross-contamination.
 - c. Cap the sample jar, remove it from the remote sampler assembly, and package the sample for shipment in accordance with SOP SA-6.3.
- Complete documentation as described in SOP SA-6.3 and Attachment C of this SOP.

6.8.3.4 In-Pit Sampling

Under rare conditions, personnel may be required to enter the test pit/trench. This is necessary only when soil conditions preclude obtaining suitable samples from the backhoe bucket (e.g., excessive mixing of soil or wastes within the test pit/trench) or when samples from relatively small discrete zones within the test pit are required. This approach may also be necessary to sample any seepage occurring at discrete levels or zones in the test pit that are not accessible with remote samplers.

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In general, personnel shall sample and log pits and trenches from the ground surface, except as provided for by the following criteria:

- There are no practical alternative means of obtaining such data.
- The SSO and Competent Person determine that such action can be accomplished without breaching site safety protocol. This determination will be based on actual monitoring of the pit/trench after it is dug (including, at a minimum, measurements of oxygen concentration, flammable gases, and toxic compounds, in that order). Action levels will be provided in project-specific planning documents.
- A company-designated Competent Person determines that the pit/trench is stable through soil classification evaluation/inspections or is made stable (by cutting/grading the sidewalls or using shoring) prior to entrance of any personnel. OSHA requirements shall be strictly observed.

If these conditions are satisfied, only one person may enter the pit/trench. On potentially hazardous waste sites, this individual shall be dressed in selected PPE as required by the conditions in the pit. He/she shall be affixed to a harness and lifeline and continuously monitored while in the pit.

A second and possible third individual shall be fully dressed in protective clothing including a self-contained breathing device and on standby during all pit entry operations to support self rescue or assisted self rescue. The individual entering the pit shall remain therein for as brief a period as practical, commensurate with performance of his/her work. After removing the smeared zone, samples shall be obtained with a decontaminated trowel or spoon.

6.8.3.5 Geotechnical Sampling

In addition to the equipment described in Section 6.8.3.2, the following equipment is needed for geotechnical sampling:

- Soil sampling equipment, similar to that used in shallow drilled boring (i.e., thin-walled tube samplers), that can be pushed or driven into the floor of the test pit.
- Suitable driving (e.g., sledge hammer) or pushing (e.g., backhoe bucket) equipment used to advance the sampler into the soil.
- Knives, spatulas, and other suitable devices for trimming hand-carved samples.
- Suitable containers (bags, jars, tubes, boxes, etc.), labels, wax, etc. for holding and safely transporting collected soil samples.
- Geotechnical equipment (pocket penetrometer, torvane, etc.) for field testing collected soil samples for classification and strength properties.

Disturbed grab or bulk geotechnical soil samples may be collected for most soil in the same manner as comparable soil samples for chemical analysis. These collected samples may be stored in jars or plastic-lined sacks (larger samples), which will preserve their moisture content. Smaller samples of this type are usually tested for their index properties to aid in soil identification and classification: larger bulk samples are usually required to perform compaction tests.

Relatively undisturbed samples are usually extracted in cohesive soil using thin-walled tube samplers, and such samples are then tested in a geotechnical laboratory for their strength, permeability, and/or compressibility. The techniques for extracting and preserving such samples are similar to those used in performing Shelby tube sampling in borings, except that the sampler is advanced by hand or backhoe,

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rather than by a drill rig. Also, the sampler may be extracted from the test pit by excavation around the tube when it is difficult to pull it out of the ground. If this excavation requires entry of the test pit, the requirements described in Section 6.8.3.4 shall be followed. The thin-walled tube sampler shall be pushed or driven vertically into the floor or steps excavated in the test pit at the desired sampling elevations. Extracting tube samples horizontally from the walls of the test pit is not appropriate because the sample will not have the correct orientation.

A sledge hammer or backhoe may be used to drive or push the tube into the ground. Place a piece of wood over the top of the sampler or sampling tube to prevent damage during driving/pushing of the sample. Pushing the sampler with a constant thrust is always preferable to driving it with repeated blows, thus minimizing disturbance to the sample. When using a sledge hammer, it is recommended that the sampler be stabilized using a rope/strap wrench or pipe wrench to remove the person's hands holding the sampler from the strike zone. If the sample cannot be extracted by rotating it at least two revolutions (to shear off the sample at the bottom), hook the sampler to the excavator or backhoe and extract. This means an alternative head will be used as a connection point or that multiple choke hitches will be applied to extract the sampler. If this fails and the excavator can dig deeper without potentially impacting subsurface utilities, excavate the sampler. If this fails or if the excavator cannot be used due to subsurface utilities, hand-excavate to remove the soil from around the sides of the sampler. If hand-excavation requires entry into the test pit, the requirements in Section 6.8.3.4 must be followed. Prepare the sample as described in Steps 9 through 13 in Section 6.2.3, and label, pack and transport the sample in the required manner, as described in SOPs SA-6.3 and SA-6.1.

6.8.4 Backfilling of Trenches and Test Pits

All test pits and excavations must be either backfilled, covered, or otherwise protected at the end of each day. No excavations shall remain open during non-working hours unless adequately covered or otherwise protected.

Before backfilling, the onsite crew may photograph, if required by the project-specific work plan, all significant features exposed by the test pit and trench and shall include in the photograph a scale to show dimensions. Photographs of test pits shall be marked to include site number, test pit number, depth, description of feature, and date of photograph. In addition, a geologic description of each photograph shall be entered in the site logbook. All photographs shall be indexed and maintained as part of the project file for future reference.

After inspection, backfill material shall be returned to the pit under the direction of the FOL. Backfill should be returned to the trench or test pit in 6-inch to 1-foot lifts and compacted with the bucket. Remote controlled tampers or rollers may be lowered into the trench and operated from top side. This procedure will continue to the grade surface. It is recommended that the trench be tracked or rolled in. During excavation, clean soil from the top 2 feet may have been separated to be used to cover the last segments. Where these materials are not clean, it is recommended that clean fill be used for the top cover.

If a low-permeability layer is penetrated (resulting in groundwater flow from an upper contaminated flow zone into a lower uncontaminated flow zone), backfill material must represent original conditions or be impermeable. Backfill could consist of a soil-bentonite mix prepared in a proportion specified by the FOL (representing a permeability equal to or less than original conditions). Backfill can be covered by "clean" soil and graded to the original land contour. Revegetation of the disturbed area may also be required.

6.9 Records

The appropriate sample log sheet (see Attachment A of this SOP) must be completed by the site geologist/sampler for all samples collected. All soil sampling locations should be documented by tying in

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the location of two or more nearby permanent landmarks (building, telephone pole, fence, etc.) or obtaining GPS coordinates; and shall be noted on the appropriate sample log sheet, site map, or field notebook. Surveying may also be necessary, depending on the project requirements.

Test pit logs (see Attachment C of this SOP) shall contain a sketch of pit conditions. If the project-specific work plan requires photographs, at least one photograph with a scale for comparison shall be taken of each pit. Included in the photograph shall be a card showing the test pit number. Boreholes, test pits, and trenches shall be logged by the field geologist in accordance with SOP GH-1.5.

Other data to be recorded in the field logbook include the following:

- Name and location of job
- Date of boring and excavation
- Approximate surface elevation
- Total depth of boring and excavation
- Dimensions of pit
- Method of sample acquisition
- Type and size of samples
- Soil and rock descriptions
- Photographs if required
- Groundwater levels
- PID/FID/LEL/O₂ meter readings
- Other pertinent information, such as waste material encountered

In addition, site-specific documentation to be maintained by the SSO and/or Competent Person will be required including:

- Calibration logs
- Excavation inspection checklists
- Soil type classification

7.0 REFERENCES

American Society for Testing and Materials, 1987. ASTM Standards D1587-83 and D1586-84. ASTM Annual Book of Standards. ASTM. Philadelphia, Pennsylvania. Volume 4.08.

NUS Corporation, 1986. Hazardous Material Handling Training Manual.

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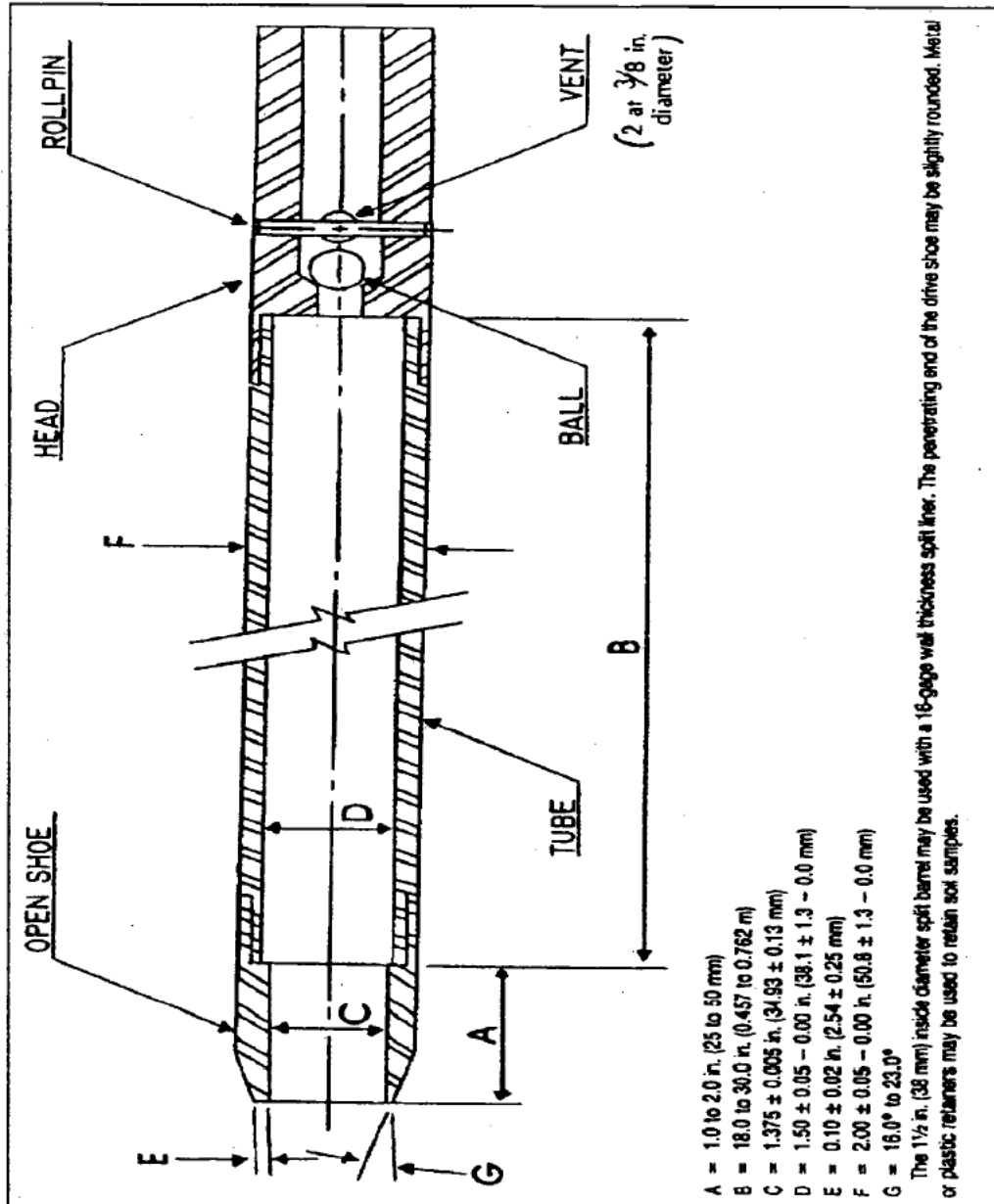
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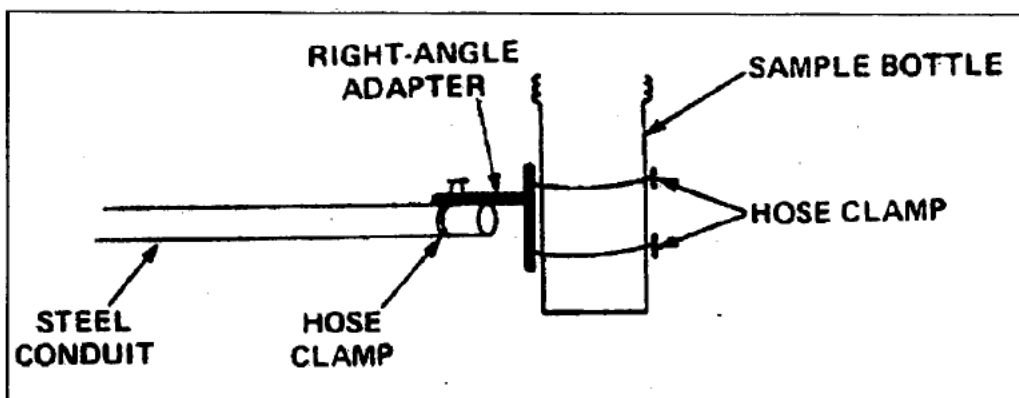
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ATTACHMENT B SPLIT-SPOON SAMPLER



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**ATTACHMENT D
REMOTE SAMPLE HOLDER FOR TEST PIT/TRENCH SAMPLING**





TETRA TECH

STANDARD OPERATING PROCEDURES

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Applicability

Tetra Tech, Inc.

Prepared

Earth Sciences Department

Subject

NON-RADIOLOGICAL SAMPLE HANDLING

Approved

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1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide information on sample preservation, packaging, and shipping procedures to be used in handling environmental samples submitted for chemical constituent, biological, or geotechnical analysis. Sample chain-of-custody procedures and other aspects of field documentation are addressed in SOP SA-6.3. Sample identification is addressed in SOP CT-04.

2.0 SCOPE

This procedure describes the appropriate containers to be used for samples depending on the analyses to be performed, and the steps necessary to preserve the samples when shipped off site for chemical analysis.

3.0 GLOSSARY

Hazardous Material - A substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated. Under 49 CFR, the term includes hazardous substances, hazardous wastes, marine pollutants, and elevated temperature materials, as well as materials designated as hazardous under the provisions of §172.101 and §172.102 and materials that meet the defining criteria for hazard classes and divisions in Part 173. With slight modifications, IATA has adopted DOT "hazardous materials" as IATA "Dangerous Goods."

Hazardous Waste - Any substance listed in 40 CFR, Subpart D (§261.30 et seq.), or otherwise characterized as ignitable, corrosive, reactive, or toxic (as defined by Toxicity Characteristic Leaching Procedure, TCLP, analysis) as specified under 40 CFR, Subpart C (§261.20 et seq.), that would be subject to manifest requirements specified in 40 CFR 262. Such substances are defined and regulated by EPA.

Marking - A descriptive name, identification number, instructions, cautions, weight, specification or UN marks, or combination thereof required on outer packaging of hazardous materials.

n.o.i - Not otherwise indicated (may be used interchangeably with n.o.s.).

n.o.s. - Not otherwise specified.

Packaging - A receptacle and any other components or materials necessary for compliance with the minimum packaging requirements of 49 CFR 174, including containers (other than freight containers or overpacks), portable tanks, cargo tanks, tank cars, and multi-unit tank-car tanks to perform a containment function in conformance with the minimum packaging requirements of 49 CFR 173.24(a) & (b).

Placard - Color-coded, pictorial sign which depicts the hazard class symbol and name and which is placed on the side of a vehicle transporting certain hazardous materials.

Common Preservatives:

- Hydrochloric Acid - HCl
- Sulfuric Acid - H₂SO₄
- Nitric Acid - HNO₃
- Sodium Hydroxide - NaOH

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Other Preservatives

- Zinc Acetate
- Sodium Thiosulfate - $\text{Na}_2\text{S}_2\text{O}_3$

Normality (N) - Concentration of a solution expressed as equivalent per liter, an equivalent being the amount of a substance containing 1 gram-atom of replaceable hydrogen or its equivalent.

Reportable Quantity (RQ) - For the purposes of this SOP, means the quantity specified in column 3 of the Appendix to DOT 49 CFR §172.101 for any material identified in column 1 of the appendix. A spill greater than the amount specified must be reported to the National Response Center.

Sample - A sample is physical evidence collected from a facility or the environment, which is representative of conditions at the location and time of collection.

4.0 RESPONSIBILITIES

Field Operations Leader - Directly responsible for the bottling, preservation, labeling, packaging, shipping, and custody of samples up to and including release to the shipper.

Field Samplers - Responsible for initiating the Chain-of-Custody Record (per SOP SA-6.3), implementing the packaging and shipping requirements, and maintaining custody of samples until they are relinquished to another custodian or to the shipper.

5.0 PROCEDURES

Sample identification, labeling, documentation, and chain-of-custody are addressed by SOP SA-6.3.

5.1 Sample Containers

Different types of chemicals react differently with sample containers made of various materials. For example, trace metals adsorb more strongly to glass than to plastic, whereas many organic chemicals may dissolve various types of plastic containers. Attachments A and B show proper containers (as well as other information) per 40 CFR 136. In general, the sample container shall allow approximately 5-10 percent air space ("ullage") to allow for expansion/vaporization if the sample warms during transport. However, for collection of volatile organic compounds, head space shall be omitted. The analytical laboratory will generally provide certified-clean containers for samples to be analyzed for chemical constituents. Shelby tubes or other sample containers are generally provided by the driller for samples requiring geotechnical analysis. Sufficient lead time shall be allowed for a delivery of sample container orders. Therefore, it is critical to use the correct container to maintain the integrity of the sample prior to analysis.

Once opened, the container must be used at once for storage of a particular sample. Unused but opened containers are to be considered contaminated and must be discarded. Because of the potential for introduction of contamination, they cannot be reclosed and saved for later use. Likewise, any unused containers which appear contaminated upon receipt, or which are found to have loose caps or a missing Teflon liner (if required for the container), shall be discarded.

5.2 Sample Preservation

Many water and soil samples are unstable and therefore require preservation to prevent changes in either the concentration or the physical condition of the constituent(s) requiring analysis. Although complete

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and irreversible preservation of samples is not possible, preservation does retard the chemical and biological changes that inevitably take place after the sample is collected. Preservation techniques are usually limited to pH control, chemical addition(s), and refrigeration/ freezing (certain biological samples only).

5.2.1 Overview

The preservation techniques to be used for various analytes are listed in Attachments A and B. Reagents required for sample preservation will either be added to the sample containers by the laboratory prior to their shipment to the field or be added in the field (in a clean environment). Only high purity reagents shall be used for preservation. In general, aqueous samples of low-concentration organics (or soil samples of low- or medium-concentration organics) are cooled to 4EC. Medium-concentration aqueous samples, high-hazard organic samples, and some gas samples are typically not preserved. Low-concentration aqueous samples for metals are acidified with HNO₃, whereas medium-concentration and high-hazard aqueous metal samples are not preserved. Low- or medium-concentration soil samples for metals are cooled to 4EC, whereas high-hazard samples are not cooled.

The following subsections describe the procedures for preparing and adding chemical preservatives. Attachments A and B indicate the specific analytes which require these preservatives.

The FOL is responsible for ensuring that an accurate Chemical Inventory is created and maintained for all hazardous chemicals brought to the work site (see Section 5 of the TtNUS Health and Safety Guidance Manual). Furthermore, the FOL must ensure that a corresponding Material Safety Data Sheet (MSDS) is collected for every substance entered on the site Chemical Inventory, and that all persons using/handling/disposing of these substances review the appropriate MSDS for substances they will work with. The Chemical Inventory and the MSDSs must be maintained at each work site in a location and manner where they are readily-accessible to all personnel.

5.2.2 Preparation and Addition of Reagents

Addition of the following acids or bases may be specified for sample preservation; these reagents shall be analytical reagent (AR) grade or purer and shall be diluted to the required concentration with deionized water before field sampling commences. To avoid uncontrolled reactions, be sure to Add Acid to water (not vice versa). A dilutions guide is provided below.

Acid/Base	Dilution	Concentration	Estimated Amount Required for Preservation
Hydrochloric Acid (HCl)	1 part concentrated HCl: 1 part double-distilled, deionized water	6N	5-10 mL
Sulfuric Acid (H ₂ SO ₄)	1 part concentrated H ₂ SO ₄ : 1 part double-distilled, deionized water	18N	2 - 5 mL
Nitric Acid (HNO ₃)	Undiluted concentrated HNO ₃	16N	2 - 5 mL
Sodium Hydroxide (NaOH)	400 grams solid NaOH dissolved in 870 mL double-distilled, deionized water; yields 1 liter of solution	10N	2 mL

The amounts required for preservation shown in the above table assumes proper preparation of the preservative and addition of the preservative to one liter of aqueous sample. This assumes that the sample is initially at pH 7, is poorly buffered, and does not contain particulate matter; as these conditions

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vary, more preservative may be required. Consequently, the final sample pH must be checked using narrow-range pH paper, as described in the generalized procedure detailed below:

- Pour off 5-10 mL of sample into a dedicated, clean container. Use some of this sample to check the initial sample pH using wide range (0-14) pH paper. Never dip the pH paper into the sample; always apply a drop of sample to the pH paper using a clean stirring rod or pipette.
- Add about one-half of the estimated preservative required to the original sample bottle. Cap and invert gently several times to mix. Check pH (as described above) using medium range pH paper (pH 0-6 or pH 7.5-14, as applicable).
- Cap sample bottle and seal securely.

Additional considerations are discussed below:

- To test if ascorbic acid must be used to remove oxidizing agents present in the sample before it can be properly preserved, place a drop of sample on KI-starch paper. A blue color indicates the need for ascorbic acid addition.

If required, add a few crystals of ascorbic acid to the sample and retest with the KI-starch paper. Repeat until a drop of sample produces no color on the KI-starch paper. Then add an additional 0.6 grams of ascorbic acid per each liter of sample volume.

Continue with proper base preservation of the sample as described above.

- Samples for sulfide analysis must be treated by the addition of 4 drops (0.2 mL) of 2N zinc acetate solution per 100 ml of sample.

The 2N zinc acetate solution is made by dissolving 220 grams of zinc acetate in 870 mL of double-distilled, deionized water to make 1 liter of solution.

The sample pH is then raised to 9 using the NaOH preservative.

- Sodium thiosulfate must be added to remove residual chlorine from a sample. To test the sample for residual chlorine use a field test kit specially made for this purpose.

If residual chlorine is present, add 0.08 grams of sodium thiosulfate per liter of sample to remove the residual chlorine.

Continue with proper acidification of the sample as described above.

For biological samples, 10% buffered formalin or isopropanol may also be required for preservation. Questions regarding preservation requirements should be resolved through communication with the laboratory before sampling begins.

5.3 Field Filtration

At times, field-filtration may be required to provide for the analysis of dissolved chemical constituents. Field-filtration must be performed prior to the preservation of samples as described above. General procedures for field filtration are described below:

- The sample shall be filtered through a non-metallic, 0.45-micron membrane filter, immediately after collection. The filtration system shall consist of dedicated filter canister, dedicated tubing, and a

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peristaltic pump with pressure or vacuum pumping squeeze action (since the sample is filtered by mechanical peristalsis, the sample travels only through the tubing).

- To perform filtration, thread the tubing through the peristaltic pump head. Attach the filter canister to the discharge end of the silicon tubing (note flow direction arrow); attach the aqueous sample container to the intake end of the silicon tubing. Turn the peristaltic pump on and perform filtration. Run approximately 100 ml of sample through the filter and discard prior to sample collection.
- Continue by preserving the filtrate (contained in the filter canister), as applicable and generally described above.

5.4 **Sample Packaging and Shipping**

Only employees who have successfully completed the TtNUS "Shipping Hazardous Materials" training course are authorized to package and ship hazardous substances. These trained individuals are responsible for performing shipping duties in accordance with this training.

Samples collected for shipment from a site shall be classified as either environmental or hazardous material samples. Samples from drums containing materials other than Investigative Derived Waste (IDW) and samples obtained from waste piles or bulk storage tanks are generally shipped as hazardous materials. A distinction must be made between the two types of samples in order to:

- Determine appropriate procedures for transportation of samples (if there is any doubt, a sample shall be considered hazardous and shipped accordingly.)
- Protect the health and safety of transport and laboratory personnel receiving the samples (special precautions are used by the shipper and at laboratories when hazardous materials are received.)

Detailed procedures for packaging environmental samples are outlined in the remainder of this section.

5.4.1 **Environmental Samples**

Environmental samples are packaged as follows:

- Place properly identified sample container, with lid securely fastened, in a plastic bag (e.g. Ziploc baggie), and seal the bag.
- Place sample in a cooler constructed of sturdy material which has been lined with a large, plastic bag (e.g. "garbage" bag). Drain plugs on coolers must be taped shut.
- Pack with enough cushioning materials such as bubble wrap (shoulders of bottles must be iced if required) to minimize the possibility of the container breaking.
- If cooling is required (see Attachments A and B), place ice around sample container shoulders, and on top of packing material (minimum of 8 pounds of ice for a medium-size cooler).
- Seal (i.e., tape or tie top in knot) large liner bag.
- The original (top, signed copy) of the COC form shall be placed inside a large Ziploc-type bag and taped inside the lid of the shipping cooler. If multiple coolers are sent but are included on one COC form, the COC form should be sent with the cooler containing the vials for VOC analysis. The COC form should then state how many coolers are included with that shipment.

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- Close and seal outside of cooler as described in SOP SA-6.3. Signed custody seals must be used.

Coolers must be marked as containing "Environmental Samples." The appropriate side of the container must be marked "This End Up" and arrows placed appropriately. No DOT marking or labeling is required; there are no DOT restrictions on mode of transportation.

6.0 REFERENCES

American Public Health Association, 1981. Standard Methods for the Examination of Water and Wastewater, 15th Edition. APHA, Washington, D.C.

International Air Transport Association (latest issue). Dangerous Goods Regulations, Montreal, Quebec, Canada.

U.S. Department of Transportation (latest issue). Hazardous Materials Regulations, 49 CFR 171-177.

U.S. EPA, 1984. "Guidelines Establishing Test Procedures for the Analysis of Pollutants under Clean Water Act." Federal Register, Volume 49 (209), October 26, 1984, p. 43234.

U.S. EPA, 1979. Methods for Chemical Analysis of Water and Wastes. EPA-600/4-79-020, U.S. EPA-EMSL, Cincinnati, Ohio.

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ATTACHMENT A

GENERAL SAMPLE CONTAINER AND PRESERVATION REQUIREMENTS

Sample Type and Concentration	Container ⁽¹⁾	Sample Size	Preservation ⁽²⁾	Holding Time ⁽²⁾
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WATER

Organics (GC&GC/MS)	VOC Low	Borosilicate glass	2 x 40 mL	Cool to 4EC HCl to # 2	14 days ⁽⁹⁾
	Extractables (Low SVOCs and pesticide/PCBs)	Amber glass	2x2 L or 4x1 L	Cool to 4EC	7 days to extraction; 40 days after extraction
	Extractables (Medium SVOCs and pesticide/PCBs)	Amber glass	2x2 L or 4x1 L	None	7 days to extraction; 40 days after extraction
Inorganics	Metals Low	High-density polyethylene	1 L	HNO ₃ to pH #2	6 months (Hg-28 days)
	Medium	Wide-mouth glass	16 oz.	None	6 months
	Cyanide Low	High-density polyethylene	1 L	NaOH to pH>12	14 days
	Cyanide Medium	Wide-mouth glass	16 oz.	None	14 days
Organic/ Inorganic	High Hazard	Wide-mouth glass	8 oz.	None	14 days

SOIL

Organics (GC&GC/MS)	VOC	EnCore Sampler	(3) 5 g Samplers	Cool to 4EC	48 hours to lab preservation
	Extractables (Low SVOCs and pesticides/PCBs)	Wide-mouth glass	8 oz.	Cool to 4EC	14 days to extraction; 40 days after extraction
	Extractables (Medium SVOCs and pesticides/PCBs)	Wide-mouth glass	8 oz.	Cool to 4EC	14 days to extraction; 40 days after extraction
Inorganics	Low/Medium	Wide-mouth glass	8 oz.	Cool to 4EC	6 months (Hg - 28 days) Cyanide (14 days)
Organic/Inorga nic	High Hazard	Wide-mouth glass	8 oz.	None	NA
Dioxin/Furan	All	Wide-mouth glass	4 oz.	None	35 days until extraction; 40 days after extraction
TCLP	All	Wide-mouth glass	8 oz.	None	7 days until preparation; analysis as per fraction

AIR

Volatile Organics	Low/Medium	Charcoal tube -- 7 cm long, 6 mm OD, 4 mm ID	100 L air	Cool to 4EC	5 days recommended
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1 All glass containers should have Teflon cap liners or septa.

2 See Attachment E. Preservation and maximum holding time allowances per 40 CFR 136.

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ATTACHMENT B

ADDITIONAL REQUIRED CONTAINERS, PRESERVATION TECHNIQUES, AND HOLDING TIMES

Parameter Number/Name	Container ⁽¹⁾	Preservation ⁽²⁾⁽³⁾	Maximum Holding Time ⁽⁴⁾
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INORGANIC TESTS:

Acidity	P, G	Cool, 4EC	14 days
Alkalinity	P, G	Cool, 4EC	14 days
Ammonia - Nitrogen	P, G	Cool, 4EC; H ₂ SO ₄ to pH 2	28 days
Biochemical Oxygen Demand (BOD)	P, G	Cool, 4EC	48 hours
Bromide	P, G	None required	28 days
Chemical Oxygen Demand (COD)	P, G	Cool, 4EC; H ₂ SO ₄ to pH 2	28 days
Chloride	P, G	None required	28 days
Chlorine, Total Residual	P, G	None required	Analyze immediately
Color	P, G	Cool, 4EC	48 hours
Cyanide, Total and Amenable to Chlorination	P, G	Cool, 4EC; NaOH to pH 12; 0.6 g ascorbic acid ⁽⁵⁾	14 days ⁽⁶⁾
Fluoride	P	None required	28 days
Hardness	P, G	HNO ₃ to pH 2; H ₂ SO ₄ to pH 2	6 months
Total Kjeldahl and Organic Nitrogen	P, G	Cool, 4EC; H ₂ SO ₄ to pH 2	28 days
Nitrate - Nitrogen	P, G	None required	48 hours
Nitrate-Nitrite - Nitrogen	P, G	Cool, 4EC; H ₂ SO ₄ to pH 2	28 days
Nitrite - Nitrogen	P, G	Cool, 4EC	48 hours
Oil & Grease	G	Cool, 4EC; H ₂ SO ₄ to pH 2	28 days
Total Organic Carbon (TOC)	P, G	Cool, 4EC; HCl or H ₂ SO ₄ to pH 2	28 days
Orthophosphate	P, G	Filter immediately; Cool, 4EC	48 hours
Oxygen, Dissolved-Probe	G Bottle & top	None required	Analyze immediately
Oxygen, Dissolved-Winkler	G Bottle & top	Fix on site and store in dark	8 hours
Phenols	G	Cool, 4EC; H ₂ SO ₄ to pH 2	28 days
Phosphorus, Total	P, G	Cool, 4EC; H ₂ SO ₄ to pH 2	28 days
Residue, Total	P, G	Cool, 4EC	7 days
Residue, Filterable (TDS)	P, G	Cool, 4EC	7 days
Residue, Nonfilterable (TSS)	P, G	Cool, 4EC	7 days
Residue, Settleable	P, G	Cool, 4EC	48 hours
Residue, Volatile (Ash Content)	P, G	Cool, 4EC	7 days
Silica	P	Cool, 4EC	28 days
Specific Conductance	P, G	Cool, 4EC	28 days
Sulfate	P, G	Cool, 4EC	28 days

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ADDITIONAL REQUIRED CONTAINERS, PRESERVATION TECHNIQUES,
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PAGE TWO**

Parameter Number/Name	Container ⁽¹⁾	Preservation ⁽²⁾⁽³⁾	Maximum Holding Time ⁽⁴⁾
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INORGANIC TESTS (Cont'd):

Sulfide	P, G	Cool, 4EC; add zinc acetate plus sodium hydroxide to pH 9	7 days
Sulfite	P, G	None required	Analyze immediately
Turbidity	P, G	Cool, 4EC	48 hours

METALS:⁽⁷⁾

Chromium VI (Hexachrome)	P, G	Cool, 4EC	24 hours
Mercury (Hg)	P, G	HNO ₃ to pH 2	28 days
Metals, except Chromium VI and Mercury	P, G	HNO ₃ to pH 2	6 months

ORGANIC TESTS:⁽⁸⁾

Purgeable Halocarbons	G, Teflon-lined septum	Cool, 4EC; 0.008% Na ₂ S ₂ O ₃ ⁽⁵⁾	14 days
Purgeable Aromatic Hydrocarbons	G, Teflon-lined septum	Cool, 4EC; 0.008% Na ₂ S ₂ O ₃ ⁽⁵⁾ HCl to pH 2 ⁽⁹⁾	14 days
Acrolein and Acrylonitrile	G, Teflon-lined septum	Cool, 4EC; 0.008% Na ₂ S ₂ O ₃ ⁽⁵⁾ adjust pH to 4-5 ⁽¹⁰⁾	14 days
Phenols ⁽¹¹⁾	G, Teflon-lined cap	Cool, 4EC; 0.008% Na ₂ S ₂ O ₃ ⁽⁵⁾	7 days until extraction; 40 days after extraction
Benzidines ^{(11), (12)}	G, Teflon-lined cap	Cool, 4EC; 0.008% Na ₂ S ₂ O ₃ ⁽⁵⁾	7 days until extraction ⁽¹³⁾
Phthalate esters ⁽¹¹⁾	G, Teflon-lined cap	Cool, 4EC	7 days until extraction; 40 days after extraction
Nitrosamines ^{(11), (14)}	G, Teflon-lined cap	Cool, 4EC; store in dark; 0.008% Na ₂ S ₂ O ₃ ⁽⁵⁾	7 days until extraction; 40 days after extraction
PCBs ⁽¹¹⁾	G, Teflon-lined cap	Cool, 4EC	7 days until extraction; 40 days after extraction
Nitroaromatics & Isophorone ⁽¹¹⁾	G, Teflon-lined cap	Cool, 4EC; 0.008% Na ₂ S ₂ O ₃ ⁽⁵⁾ ; store in dark	7 days until extraction; 40 days after extraction
Polynuclear Aromatic Hydrocarbons (PAHs) ^{(11), (14)}	G, Teflon-lined cap	Cool, 4EC; 0.008% Na ₂ S ₂ O ₃ ⁽⁵⁾ ; store in dark	7 days until extraction; 40 days after extraction
Haloethers ⁽¹¹⁾	G, Teflon-lined cap	Cool, 4EC; 0.008% Na ₂ S ₂ O ₃ ⁽⁵⁾	7 days until extraction; 40 days after extraction
Dioxin/Furan (TCDD/TCDF) ⁽¹¹⁾	G, Teflon-lined cap	Cool, 4EC; 0.008% Na ₂ S ₂ O ₃ ⁽⁵⁾	7 days until extraction; 40 days after extraction

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**ATTACHMENT B
ADDITIONAL REQUIRED CONTAINERS, PRESERVATION TECHNIQUES,
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- (1) Polyethylene (P): generally 500 ml or Glass (G): generally 1L.
- (2) Sample preservation should be performed immediately upon sample collection. For composite chemical samples each aliquot should be preserved at the time of collection. When use of an automated sampler makes it impossible to preserve each aliquot, then chemical samples may be preserved by maintaining at 4EC until compositing and sample splitting is completed.
- (3) When any sample is to be shipped by common carrier or sent through the United States Mail, it must comply with the Department of Transportation Hazardous Materials Regulations (49 CFR Part 172).
- (4) Samples should be analyzed as soon as possible after collection. The times listed are the maximum times that samples may be held before analysis and still be considered valid. Samples may be held for longer periods only if the permittee, or monitoring laboratory, has data on file to show that the specific types of samples under study are stable for the longer periods, and has received a variance from the Regional Administrator.
- (5) Should only be used in the presence of residual chlorine.
- (6) Maximum holding time is 24 hours when sulfide is present. Optionally, all samples may be tested with lead acetate paper before pH adjustments are made to determine if sulfide is present. If sulfide is present, it can be removed by the addition of cadmium nitrate powder until a negative spot test is obtained. The sample is filtered and then NaOH is added to pH 12.
- (7) Samples should be filtered immediately on site before adding preservative for dissolved metals.
- (8) Guidance applies to samples to be analyzed by GC, LC, or GC/MS for specific compounds.
- (9) Sample receiving no pH adjustment must be analyzed within 7 days of sampling.
- (10) The pH adjustment is not required if acrolein will not be measured. Samples for acrolein receiving no pH adjustment must be analyzed within 3 days of sampling.
- (11) When the extractable analytes of concern fall within a single chemical category, the specified preservative and maximum holding times should be observed for optimum safeguard of sample integrity. When the analytes of concern fall within two or more chemical categories, the sample may be preserved by cooling to 4EC, reducing residual chlorine with 0.008% sodium thiosulfate, storing in the dark, and adjusting the pH to 6-9; samples preserved in this manner may be held for 7 days before extraction and for 40 days after extraction. Exceptions to this optional preservation and holding time procedure are noted in footnote 5 (re: the requirement for thiosulfate reduction of residual chlorine) and footnotes 12, 13 (re: the analysis of benzidine).
- (12) If 1,2-diphenylhydrazine is likely to be present, adjust the pH of the sample to 4.0 ± 0.2 to prevent rearrangement to benzidine.
- (13) Extracts may be stored up to 7 days before analysis if storage is conducted under an inert (oxidant-free) atmosphere.
- (14) For the analysis of diphenylnitrosamine, add 0.008% $\text{Na}_2\text{S}_2\text{O}_3$ and adjust pH to 7-10 with NaOH within 24 hours of sampling.
- (15) The pH adjustment may be performed upon receipt at the laboratory and may be omitted if the samples are extracted within 72 hours of collection. For the analysis of aldrin, add 0.008% $\text{Na}_2\text{S}_2\text{O}_3$.



TETRA TECH

STANDARD OPERATING PROCEDURES

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Revision

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Applicability

Tetra Tech, Inc.

Prepared

Earth Sciences Department

Subject

FIELD DOCUMENTATION

Approved

J. Zimmerly

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1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to identify and designate the field data record forms, logs, and reports generally initiated and maintained for documenting Tetra Tech NUS, Inc. (TtNUS) field activities.

2.0 SCOPE

Documents presented within this SOP (or equivalents) shall be used for all TtNUS field activities, as applicable. Other or additional documents may be required by specific client contracts or project planning documents.

3.0 GLOSSARY

None.

4.0 RESPONSIBILITIES AND PERSONNEL QUALIFICATIONS

Project Manager (PM) - The PM is responsible for obtaining hardbound controlled-distribution logbooks (from the appropriate source), as needed. In addition, the Project Manager is responsible for placing all field documentation used in site activities (i.e., records, field reports, sample data sheets, field notebooks, and the site logbook) in the project's central file upon the completion of field work.

Field Operations Leader (FOL) - The FOL is responsible for ensuring that the site logbook, notebooks, and all appropriate and current forms and field reports included in this SOP (and any additional forms required by the contract) are correctly used, accurately filled out, and completed in the required time frame.

General personnel qualifications for field documentation activities include the following:

- Occupational Safety and Health Administration (OSHA) 40-hour and applicable refresher training.
- Capability of performing field work under the expected physical and environmental (i.e., weather) conditions.
- Familiarity with appropriate procedures for documentation, handling, packaging, and shipping.

5.0 PROCEDURES

5.1 SITE LOGBOOK

5.1.1 General

The site logbook is a hard-bound, paginated, controlled-distribution record book in which all major on-site activities are documented. At a minimum, record or reference the following activities/events (daily) in the site logbook:

- All field personnel present
- Arrival/departure times and names of site visitors
- Times and dates of health and safety training
- Arrival/departure times of equipment
- Times and dates of equipment calibration

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- Start and/or completion of borehole, trench, monitoring well installation activities, etc.
- Daily on-site activities
- Sample pickup information
- Health and safety issues (level of protection, personal protective equipment [PPE], etc.)
- Weather conditions

Maintain a site logbook for each project and initiate it at the start of the first on-site activity (e.g., site visit or initial reconnaissance survey). Make entries every day that on-site activities take place involving TtNUS or subcontractor personnel. Upon completion of the fieldwork, provide the site logbook to the PM or designee for inclusion in the project's central file.

Record the following information on the cover of each site logbook:

- Project name
- TtNUS project number
- Sequential book number
- Start date
- End date

Information recorded daily in the site logbook need not be duplicated in other field notebooks (see Section 5.2) but must summarize the contents of these other notebooks and refer to specific page locations in these notebooks for detailed information (where applicable). An example of a typical site logbook entry is shown in Attachment A.

If measurements are made at any location, either record the measurements and equipment used in the site logbook or reference the field notebook in which the measurements are recorded (see Attachment A).

Make all logbook, notebook, and log sheet entries in indelible ink (black pen is preferred). No erasures are permitted. If an incorrect entry is made, cross out the entry with a single strike mark, initial, and date it. At the completion of entries by any individual, the logbook pages used must be signed and dated by the person making the entries. The site logbook must also be signed by the FOL at the end of each day.

5.1.2 Photographs

Sequentially number movies, slides, or photographs taken of a site or any monitoring location to correspond to logbook/notebook entries. Enter the name of the photographer, date, time, site location, site description, and weather conditions in the logbook/notebook as the photographs are taken. A series entry may be used for rapid-sequence photographs. The photographer is not required to record the aperture settings and shutter speeds for photographs taken within the normal automatic exposure range. However, special lenses, films, filters, and other image-enhancement techniques must be noted in the logbook/notebook. If possible, such techniques shall be avoided because they can adversely affect the accuracy of photographs. Chain-of-custody procedures depend on the subject matter, type of camera (digital or film), and the processing it requires. Follow chain-of-custody procedures for film used for aerial photography, confidential information, or criminal investigation. After processed, consecutively number the slides of photographic prints and label them according to the logbook/notebook descriptions. Docket the site photographs and associated negatives and/or digitally saved images to compact disks into the project's central file.

5.2 FIELD NOTEBOOKS

Key field team personnel may maintain a separate dedicated field notebook to document the pertinent field activities conducted directly under their supervision. For example, on large projects with multiple investigative sites and varying operating conditions, the Health and Safety Officer may elect to maintain a

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separate field notebook. Where several drill rigs are in operation simultaneously, each site geologist assigned to oversee a rig must maintain a field notebook.

5.3 **FIELD FORMS**

All TtNUS field forms (see list in Section 6.0 of this SOP) can be found on the company's intranet site (<http://intranet.ttnus.com>) under Field Log Sheets. Forms may be altered or revised for project-specific needs, subject to client approval. Care must be taken to ensure that all essential information can be documented. Guidelines for completing these forms can be found in the related sampling SOPs.

5.3.1 **Sample Collection, Labeling, Shipment, Request for Analysis, and Field Test Results**

5.3.1.1 Sample Log Sheet

Sample log sheets are used to record specified types of data while sampling. The data recorded on these sheets are useful in describing the sample as well as pointing out any problems, difficulties, or irregularities encountered during sampling. Complete a sample log sheet for each sample obtained, including field quality control (QC) samples.

5.3.1.2 Sample Label

A typical sample label is illustrated in Attachment B. Complete the required information on the adhesive labels and apply them to every sample container. Obtain sample labels from the appropriate program/project source, request that they be electronically generated in house, or request them the laboratory subcontractor.

5.3.1.3 Chain-of-Custody Record

The chain-of-custody record is a multi-part form that is initiated as samples are acquired and accompanies a sample (or group of samples) as they are transferred from person to person. This form must be used as follows for any samples collected for chemical or geotechnical analysis whether the analyses are performed on site or off site:

- Retain one carbonless copy of the completed chain-of custody form in the field.
- Send one copy is sent to the PM (or designee)
- Send the original to the laboratory with the associated samples. Place the original (top, signed copy) of the chain-of custody form inside a large Ziploc[®]-type bag taped inside the lid of the shipping cooler. If multiple coolers are sent but are included on one chain-of custody form, send the form with the cooler containing vials for volatile organic compound (VOC) analysis or the cooler with the air bill attached. Indicate on the air bill how many coolers are included with that shipment.

An example of a chain-of-custody form is provided as Attachment C. After the samples are received at the laboratory, the sample cooler and contents are checked and any problems are noted on the enclosed chain-of custody form (any discrepancies between the sample labels and chain-of custody form and any other problems that are noted are resolved through communication between the laboratory point-of-contact and the TtNUS PM). The chain-of custody form is signed and copied. The laboratory will retain the copy, and the original becomes part of the samples' corresponding analytical data package.

5.3.1.4 Chain-of-Custody Seal

Attachment D is an example of a custody seal. The custody seal is an adhesive-backed label that is part of a chain-of-custody process and is used to prevent tampering with samples after they have been collected in the field and sealed in coolers for transport to the laboratory. Sign and date custody seals

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and affix them across the lid and body of each cooler (front and back) containing environmental samples (see SOP SA-6.1). Obtain custody seals from the laboratory (if available) or purchase them from a supplier.

5.3.1.5 Geochemical Parameters Log Sheets

Complete Field Analytical Log Sheets to record geochemical and/or natural attenuation field test results.

5.3.2 **Hydrogeological and Geotechnical Forms**

5.3.2.1 Groundwater Level Measurement Sheet

Complete a Groundwater Level Measurement Sheet for each round of water level measurements made at a site.

5.3.2.2 Data Sheet for Pumping Test

During the performance of a pumping test (or an in-situ hydraulic conductivity test), a large amount of data must be recorded, often within a short time period. Use a Pumping Test Data Sheet to facilitate this task by standardizing the data collection format for the pumping well and observation wells, and allowing the time interval for collection to be established in advance.

5.3.2.3 Packer Test Report Form

Complete a Packer Test Report Form for each well at which a packer test is conducted.

5.3.2.4 Boring Log

Complete a Summary Log of Boring, or Boring Log for each soil boring performed to document the materials encountered, operation and driving of casing, and locations/depths of samples collected. In addition, if volatile organics are monitored on cores, samples, cuttings from the borehole, or breathing zone, (using a photoionization detector [PID] or flame ionization detector [FID]), enter these readings on the boring log at the appropriate depth. When they become available, enter the laboratory sample number, concentrations of key contaminants, or other pertinent information in the "Remarks" column. This feature allows direct comparison of contaminant concentrations with soil characteristics.

5.3.2.5 Monitoring Well Construction Details Form

Complete a Monitoring Well Construction Details Form for every monitoring well, piezometer, or temporary well point installed. This form contains specific information on length and type of well riser pipe and screen, backfill, filter pack, annular seal and grout characteristics, and surface seal characteristics. This information is important in evaluating the performance of the monitoring well, particularly in areas where water levels show temporal variation or where there are multiple (immiscible) phases of contaminants. Depending on the type of monitoring well (in overburden or bedrock, stick-up or flush mount), different forms are used.

5.3.2.6 Test Pit Log

When a test pit or trench is constructed for investigative or sampling purposes, a Test Pit Log must be filled out by the responsible field geologist or sampling technician.

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5.3.2.7 Miscellaneous Monitoring Well Forms

Miscellaneous monitoring well forms that may be required on a project-specific basis include the Monitoring Well Materials Certificate of Conformance and Monitoring Well Development Record. Use a Monitoring Well Materials Certificate of Conformance to document all materials utilized during each monitoring well installation. Use a Monitoring Well Development Record to document all well development activities.

5.3.2.8 Miscellaneous Field Forms – Quality Assurance and Checklists

Miscellaneous field forms/checklists forms that may be required on a project-specific basis include the following:

- Container Sample and Inspection Sheet – use this form when a container (drum, tank, etc.) is sampled and/or inspected.
- QA Sample Log Sheet – use this form when a QA sample such as an equipment rinsate blank, source blank, etc. is collected.
- Field Task Modification Request (FTMR) – use this form to document deviations from the project planning documents. The FOL is responsible for initiating the FTMRs. Maintain copies of all FTMRs with the on-site planning documents, and place originals in the final evidence file.
- Field Project Daily Activities Checklist and Field Project Pre-Mobilization Checklist – used these during both the planning and field effort to ensure that all necessary tasks are planned for and completed. These two forms are not requirements but are useful tools for most field work.

5.3.3 **Equipment Calibration and Maintenance Form**

The calibration or standardization of monitoring, measuring, or test equipment is necessary to ensure the proper operation and response of the equipment, to document the accuracy, precision, or sensitivity of the measurements, and determine if correction should be applied to the readings. Some items of equipment require frequent calibration, others infrequent. Some are calibrated by the manufacturer, others by the user.

Each instrument requiring calibration has its own Equipment Calibration Log, which documents that the manufacturer's instructions were followed for calibration of the equipment, including frequency and type of standard or calibration device. Maintain an Equipment Calibration Log for each electronic measuring device used in the field; make entries for each day the equipment is used or in accordance with manufacturer recommendations.

5.4 **FIELD REPORTS**

The primary means of recording on-site activities is the site logbook. Other field notebooks may also be maintained. These logbooks and notebooks (and supporting forms) contain detailed information required for data interpretation or documentation but are not easily used for tracking and reporting of progress. Furthermore, the field logbook/notebooks remain on site for extended periods of time and are thus not accessible for timely review by project management. Other reports useful for tracking and reporting the progress of field activities are described below.

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5.4.1 Daily Activities Report

To provide timely oversight of on-site contractors, complete and submit Daily Activities Reports (DARs) as described below.

5.4.1.1 Description

The DAR documents the activities and progress for each day's field work. Complete this report on a daily basis whenever there are drilling, test pitting, well construction, or other related activities occurring that involve subcontractor personnel. These sheets summarize the work performed and form the basis of payment to subcontractors. The DAR form can be found on the TtNUS intranet site.

5.4.1.2 Responsibilities

It is the responsibility of the rig geologist to complete the DAR and obtain the driller's signature acknowledging that the times and quantities of material entered are correct.

5.4.1.3 Submittal and Approval

At the end of the shift, the rig geologist must submit the DAR to the FOL for review and filing. The Daily Activities Report is not a formal report and thus requires no further approval. The DARs are retained by the FOL for use in preparing the site logbook and in preparing weekly status reports for submission to the PM.

5.4.2 Weekly Status Reports

To facilitate timely review by project management, photocopies of logbook/notebook entries may be made for internal use.

In addition to those described herein, other summary reports may also be contractually required.

All TtNUS field forms can be found on the company's intranet site at <http://intranet.ttnus.com> under Field Log Sheets.

6.0 LISTING OF FIELD FORMS ON THE TtNUS INTRANET SITE

- Boring Log
- Container Sample and Inspection Sheet
- Daily Activities Checklist
- Daily Activities Record
- Equipment Calibration Log
- Field Task Modification Request
- Field Analytical Log sheet - Geochemical Parameters
- Groundwater Level Measurement Sheet
- Groundwater Sample Log Sheet
- Hydraulic Conductivity Test Data Sheet
- Low Flow Purge Data Sheet
- Bedrock Monitoring Well Construction (Stick Up)
- Bedrock Monitoring Well Construction Flush Mount
- Bedrock Monitoring Well Construction Open Hole
- Confining Layer Monitoring Well Construction
- Monitoring Well Development Record

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- Monitoring Well Materials Certificate of Conformance
- Overburden Monitoring Well Construction Flush Mount
- Overburden Monitoring Well Construction Stick Up
- Packer Test Report Form
- Pumping Test Data Sheet
- QA Sample Log Sheet
- Soil/Sediment Sample Log Sheet
- Surface Water Sample Log Sheet
- Test Pit Log
- Field Project Pre-Mobilization Checklist

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**ATTACHMENT A
TYPICAL SITE LOGBOOK ENTRY**

START TIME: _____ DATE: _____

SITE LEADER: _____

PERSONNEL: _____

TtNUS

DRILLER

SITE VISITORS

WEATHER: Clear, 68°F, 2-5 mph wind from SE


ACTIVITIES:

1. Steam jenney and fire hoses were set up.
2. Drilling activities at well ____ resumes. Rig geologist was _____. See Geologist's Notebook, No. 1, page 29-30, for details of drilling activity. Sample No. 123-21-S4 collected; see sample logbook, page 42. Drilling activities completed at 11:50 and a 4-inch stainless steel well installed. See Geologist's Notebook, No. 1, page 31, and well construction details for well _____.
3. Drilling rig No. 2 steam-cleaned at decontamination pit. Then set up at location of well _____.
4. Well _____ drilled. Rig geologist was _____. See Geologist's Notebook, No. 2, page ____ for details of drilling activities. Sample numbers 123-22-S1, 123-22-S2, and 123-22-S3 collected; see sample logbook, pages 43, 44, and 45.
5. Well _____ was developed. Seven 55-gallon drums were filled in the flushing stage. The well was then pumped using the pitcher pump for 1 hour. At the end of the hour, water pumped from well was "sand free."
6. EPA remedial project manger arrives on site at 14:25 hours.
7. Large dump truck arrives at 14:45 and is steam-cleaned. Backhoe and dump truck set up over test pit _____.
8. Test pit _____ dug with cuttings placed in dump truck. Rig geologist was _____. See Geologist's Notebook, No. 1, page 32, for details of test pit activities. Test pit subsequently filled. No samples taken for chemical analysis. Due to shallow groundwater table, filling in of test pit ____ resulted in a very soft and wet area. A mound was developed and the area roped off.
9. Express carrier picked up samples (see Sample Logbook, pages 42 through 45) at 17:50 hours. Site activities terminated at 18:22 hours. All personnel off site, gate locked.

Field Operations Leader

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**ATTACHMENT B
SAMPLE LABEL**

 Tetra Tech NUS, Inc. 661 Andersen Drive Pittsburgh, 15220 (412)921-7090		Project:	
		Site:	
		Location:	
Sample No:		Matrix:	
Date:	Time:	Preserve:	
Analysis:			
Sampled by:		Laboratory:	

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**ATTACHMENT D
CHAIN-OF-CUSTODY SEAL**

Signature <hr/>		CUSTODY SEAL
Date <hr/>		Date <hr/>
CUSTODY SEAL		Signature <hr/>



STANDARD OPERATING PROCEDURES

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Effective Date	01/2012	Revision	7
Applicability	Tetra Tech, Inc.		
Prepared	Earth Sciences Department		
Subject	DECONTAMINATION OF FIELD EQUIPMENT		
Approved	J. Zimmerly		

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1.0 PURPOSE

Decontamination is the process of removing and/or neutralizing site contaminants that have contacted and/or accumulated on equipment. The purpose of this Standard Operating Procedure (SOP) is to protect site personnel, the general public, and the environment while preserving or maintaining sample integrity. It is further intended through this procedure to describe the steps necessary for proper decontamination of drilling equipment, earth-moving equipment, chemical sampling equipment and field operation and analytical equipment.

2.0 SCOPE AND APPLICABILITY

This procedure applies to all equipment used to provide access to/acquire environmental samples that may have become contaminated through direct contact with contaminated media including air, water, and soil. This equipment includes drilling and heavy equipment and chemical sampling and field analytical equipment. Where technologically and economically feasible, single-use sealed disposable equipment will be employed to minimize the potential for cross-contamination. This SOP also provides general reference information on the control of contaminated materials.

Decontamination methods and equipment requirements may differ from one project to another. General equipment items are specified in Section 6.0, but project-specific equipment must be obtained to address the project-specific decontamination procedures presented in Section 7.0 and applicable subsections.

3.0 GLOSSARY

Alconox/Liquinox - A brand of phosphate-free laboratory-grade detergent.

Decontamination Solution - A solution selected/identified in the Health and Safety Plan or Project-Specific Quality Assurance Plan. The solution is selected and employed as directed by the project chemist/health and safety professional.

Deionized Water (DI) - Tap water that has been treated by passing through a standard deionizing resin column. This water may also pass through additional filtering media to attain various levels of analyte-free status. The DI water should meet College of American Pathologists (CAP) and National Committee for Clinical Laboratory Standards (NCCLS) specifications for reagent-grade Type I water.

Potable Water - Tap water from any municipal water treatment system. Use of an untreated potable water supply is not an acceptable substitute for tap water.

Pressure Washing - Process employing a high-pressure pump and nozzle configuration to create a high-pressure spray of potable water. High-pressure spray is employed to remove solids from equipment.

Solvent – A liquid in which solid chemicals or other liquids are dissolved. The solvent of choice is pesticide-grade isopropanol. Use of other solvents (methanol, acetone, or hexane) may be required for particular projects or for a particular purpose (e.g., removal of concentrated waste) and must be justified in the project planning documents. For example, it may be necessary to use hexane when analyzing for trace levels of pesticides, PCBs, or fuels. In addition, because many of these solvents are not miscible in water, the equipment should be air dried prior to use. Solvents should not be used on PVC equipment or well construction materials.

Steam Pressure Washing - A cleaning method employing a high-pressure spray of heated potable water to remove various organic/inorganic chemicals from equipment.

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4.0 RESPONSIBILITIES AND PERSONNEL QUALIFICATIONS

Project Manager - Responsible for ensuring that all field activities are conducted in accordance with approved project plan(s) requirements.

Decontamination Personnel - Individuals assigned the task of decontamination. It is the responsibility of these individuals to understand the use and application of the decontamination process and solutions as well as the monitoring of that process to ensure that it is working properly. This is accomplished through visual evaluation, monitoring instrument scanning of decontaminated items, and/or through the collection of rinsate blanks to verify contaminant removal.

Field Operations Leader (FOL) - Responsible for the implementation of project-specific planning documents. This includes on-site verification that all field activities are performed in compliance with approved SOPs or as otherwise dictated by the approved project plan(s). The FOL is also responsible for the completion and accuracy of all field documentation.

Site Safety Officer (SSO) - Exercises shared responsibility with the FOL concerning decontamination effectiveness. All equipment arriving on site (as part of the equipment inspection), leaving the site, and moving between locations is required to go through a decontamination evaluation. This is accomplished through visual examination and/or instrument screening to determine the effectiveness of the decontamination process. Improper or incomplete decontamination is sufficient to restrict equipment from entering the site, exiting the site, or moving to a new location on the site until the objectives are successfully completed.

General personnel qualifications for decontamination activities include the following:

- Occupational Safety and Health Administration (OSHA) 40-hour and applicable refresher training.
- Capability of performing field work under the expected physical and environmental (i.e., weather) conditions.
- Familiarity with appropriate decontamination procedures.

5.0 HEALTH AND SAFETY

In addition to the health and safety issues and reminders specified in subsections of this SOP, the following considerations and requirements must be observed as SOPs for field equipment decontamination activities:

- If any solvents or hazardous chemicals (e.g., isopropyl alcohol) are to be used in equipment decontamination activities, the FOL must first obtain the manufacturer's/supplier's Material Safety Data Sheet (MSDS) and assure that it is reviewed by all users (prior to its use), added to the site Hazardous Chemical Inventory, and maintained on site as part of the project Hazard Communication Program.
- Review and observe specific health and safety requirements (e.g., personal protective equipment [PPE]) specified in the project-specific health and safety plan for this activity.

6.0 EQUIPMENT LIST

- Wood for decontamination pad construction, when applicable (see Section 7.1).

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- Tools for constructing decontamination pad frame, when applicable (see Section 7.1).
- Visqueen sheeting or comparable material to cover decontamination pad frame, when applicable (see Section 7.1).
- Wash/drying racks for auger flights and drill/drive rods, when applicable (see Section 7.2).
- PPE as specified in the project health and safety plan.
- Soap and water for washing and rinsing.
- Deionized water for final rinsing.
- Solvents (e.g., pesticide-grade isopropanol) for rinsing (see applicable portions of Section 7.2).
- Tubs, buckets, etc. for containerizing rinse water (see applicable portions of Section 7.2).
- Sample bottles for collecting rinsate blanks (see Section 7.2).
- Calibrated photoionization detector (PID) or flame ionization detector (FID) to monitor decontaminated equipment for organic vapors generated through the existence of residual contamination or the presence of decontamination solvent remaining after the piece was rinsed.
- Aluminum foil or clear clean plastic bag for covering cleaned equipment (see applicable portions of Section 7.2).
- Paper towels or cloths for wiping.
- Brushes, scrapers, or other hand tools useful for removing solid materials from equipment.
- Clear plastic wrap for covering or wrapping large decontaminated equipment items (see Section 7.2.2).
- Drum-moving equipment for moving filled waste drums (optional) (see Section 7.3).
- Drum labels for waste drums (see Attachment A).

7.0 PROCEDURES

The process of decontamination is accomplished through the removal of contaminants, neutralization of contaminants, or isolation of contaminants. To accomplish this activity, preparation is required including site preparation, equipment selection, and evaluation of the decontamination requirements and processes. Site contaminant types, concentrations, and media types are primary drivers in the selection of the types of decontamination and where it will be conducted. For purposes of this SOP, discussion is limited to decontamination procedures for general environmental investigations.

Decontamination processes will be performed at the location(s) specified in project-specific planning documents. Typical decontamination locations include the following:

- Temporary decontamination pads/facilities
- Sample locations
- Centralized decontamination pad/facilities

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- Combination of some or all of the above

The following discussion includes general considerations for the decontamination process. Specific construction and implementation procedures will be as specified in the project-specific planning documents and/or may be as dictated by site-specific conditions as long as the intent of the requirements in the planning documents is met. This intent is to contain any residual fluids and solids generated through the decontamination process.

7.1 Decontamination Pad Design/Construction Considerations

7.1.1 Temporary Decontamination Pads

Temporary decontamination pads may be constructed at satellite locations within the site area in support of temporary work areas. These structures are generally constructed to support the decontamination of heavy equipment such as drill rigs and earth-moving equipment but can be employed for smaller articles.

The purpose of the decontamination pad is to contain wash waters and potentially contaminated soil generated during decontamination procedures. Therefore, construction of these pads should take into account the following considerations:

- Site location – The decontamination site selected should be far enough from the work site to maximize decontamination effectiveness while minimizing travel distance. The location of the decontamination site shall be selected to provide, in the judgment of the FOL or FOL designee, compliance with as many of the following characteristics as practicable:
 - Well removed from pedestrian/vehicle thoroughfares.
 - Avoidance of areas where control/custody cannot be maintained.
 - Avoidance of areas where potential releases of contaminated media or decontamination fluids may be compounded through access to storm water transport systems, streams, or other potentially sensitive areas.
 - Avoidance of potentially contaminated areas.
 - Avoidance of areas too close to the ongoing operation, where cross-contamination may occur.

The selected decontamination site should include the following, where possible:

- Areas where potable water and electricity are provided.

Safety Reminder

When utilizing electrical power sources, either hard-wired or portable-generated sources, ensure that:

- All power is routed through a Ground Fault Circuit Interrupter (GFCI).
- All power cords are in good condition (no physical damage), rated for the intended energy load, and designated for outdoor use.

In situations where accomplishing these elements is not possible, it will be necessary to implement a site electrical grounding program.

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- Areas where support activities such as removing decontamination waters soil and sediment are possible without entering an active exclusion zone.
- Areas that offer sufficient size to carry out the specific decontamination sequence.
- Decontamination pad (decon pad) – The decon pad shall be constructed to meet the following characteristics:
 - Size – The size of the pad should be sufficient to accept the equipment to be decontaminated as well as permitting free movement around the equipment by the personnel conducting the decontamination. The size should permit these movements utilizing pressure/steam washer wands and hoses and minimizing splash due to work in close quarters.
 - Slope – An adequate slope will be constructed to permit the collection of water and potentially contaminated soil within a trough or sump constructed at one end. The collection point for wash waters should be of adequate distance that the decontamination workers do not have to walk through the wash waters while completing their tasks. Because the pad will be sloped, place a light coating of sand over the plastic to minimize potential slips and falls. See the text about liners below.
 - Sidewalls – The sidewalls shall be at least 6 inches in height (or as high as possible if 6 inches is not achievable) to provide adequate containment for wash waters and soil. If splash represents a potential problem, splash guards should be constructed to control overspray. Sidewalls may be constructed of wood, inflatables, sand bags, etc. to permit containment. Splash guards are typically wood frames with Visqueen coverings to control overspray.
 - Liner – Depending on the types of equipment and decontamination method to be used, the liner should be of sufficient thickness to provide a puncture-resistant barrier between the decontamination operation and the unprotected environment. Care should be taken to examine the surface area prior to placing the liner to remove sharp articles (sticks, stones, debris) that could puncture the liner. Liners are intended to form an impermeable barrier. The thickness may vary from a minimum recommended thickness of 10 mil to 30 mil. The desired thickness may be achieved through layering materials of lighter construction. It should be noted that various materials (rubber, polyethylene sheeting) become slippery when wet. To minimize this potential hazard associated with a sloped liner, a light coating of sand shall be applied to provide traction as necessary.
 - Wash/drying racks – Auger flights, drill/drive rods, and similar equipment require racks positioned off of the ground to permit these articles to be washed, drained, and dried while secured from falling during this process.

For decontamination of direct-push technology (DPT) equipment, the pad may be as simple as a mortar tub containing buckets of soapy water for washing and an empty bucket to capture rinse waters. Decontamination may be conducted at the rear of the rig to permit rapid tool exchange.

- Maintenance – Maintain the decontamination area by:
 - Periodically clearing the work area of standing water, soil, and debris, and coiling hoses to aid in eliminating slip, trip, and fall hazards. In addition, these articles will reduce potential backsplash and cross-contamination.

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- Regularly changing the decontamination fluids to ensure proper cleaning and prevent cross-contamination.
- PPE – Periodically evaluate the condition of, and maintain the decontamination equipment, including regular cleaning of face shields and safety glasses. This is critical to ensuring the safety of decontamination personnel and the integrity of the decontamination process, and it will ensure that equipment is functioning properly.

7.1.2 Decontamination Activities at Drill Rigs/DPT Units

During subsurface sampling activities including drilling and DPT activities, decontamination of drive rods, Macro Core Samplers, split spoons, etc. is typically conducted at an area adjacent to the operation. Decontamination is generally accomplished using a soap/water wash and rinse utilizing buckets and brushes. This area requires sufficient preparation to accomplish the decontamination objectives.

Buckets shall be placed within mortar tubs or similar secondary containment tubs to prevent splash and spills from reaching unprotected environmental media. Drying racks shall be employed as directed for temporary pads to permit parts to dry and be evaluated prior to use/reuse. Methodology regarding this activity is provided in Section 7.2.

7.1.3 Decontamination Activities at Remote Sample Locations

When sampling at remote locations, sampling equipment such as trowels and pumps/tubing should be evacuated of potentially contaminated media to the extent possible. This equipment should be wrapped in plastic for transport to the temporary/centralized decontamination location for final cleaning and disposition. Flushing and cleaning of single-use equipment such as disposable trowels, tubing, and surgeon's gloves may allow disposal of this equipment after visible soil and water remnants have been removed.

7.2 Equipment Decontamination Procedures

The following represents procedures to be employed for the decontamination of equipment that may have contacted and/or accumulated contamination through site investigation activities.

7.2.1 Monitoring Well Sampling Equipment

7.2.1.1 Groundwater sampling equipment – This includes pumps inserted into monitoring wells such as bladder pumps, Whale pumps, and Redi-Flo pumps and reusable bailers, etc.

1. Evacuate to the extent possible, any purge water within the pump/bailer.
2. Scrub using soap and water and/or steam clean the outside of the pump/bailer and, if applicable, the pump tubing.
3. Insert the pump and tubing/bailer into a clean container of soapy water. Pump/run a sufficient amount of soapy water through the pump/bailer to flush out any residual well water. After the pump is flushed, circulate soapy water through the pump to ensure that the internal components are thoroughly flushed.
4. Remove the pump and tubing/bailer from the container
5. Rinse external pump components using tap water.

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6. Insert the pump and tubing/bailer into a clean container of tap water. Pump/run a sufficient amount of tap water through the pump/bailer to evacuate all of the soapy water (until clear).

CAUTION

Do not rinse PE, PVC, and associated tubing with solvents –
Use the procedures defined in the project-specific planning documents. If they are not defined, contact the FOL for guidance. The solvent rinse described in Step 7 may be omitted if groundwater does not contain oil, grease, PAHs, PCBs, or other hard to remove organic materials.

7. If groundwater contains or is suspected to contain oil, grease, PAHs, PCBs, or other hard to remove organic materials, rinse the equipment to be cleaned with pesticide-grade isopropanol.
8. Pass deionized water through the hose to flush out the tap water and solvent residue as applicable.
9. Drain residual deionized water to the extent possible.
10. Allow components of the equipment to air dry.
11. For bladder pumps, disassemble the pump and wash the internal components with soap and water, then rinse with tap water, isopropanol, and deionized water and allow to dry. After the parts are dry, conduct a visual inspection and a monitoring instrument scan to ensure that potential contaminants and all decontamination solvent have been removed. Collect a rinsate blank in accordance with the project-specific planning documents to ensure that the decontamination process is functioning as intended. The typical frequency of collection for rinsate blanks is 1 per 20 field samples. In addition, wipe samples or field tests such as UV light may be used.
12. Wrap pump/bailer in aluminum foil or a clear clean plastic bag for storage.

SAFETY REMINDER

Remember when handling powered equipment to disconnect the power source and render the equipment to a zero energy state (both potential and kinetic) before opening valves, disconnecting lines, etc.

7.2.1.2 Electronic Water Level Indicators/Sounders/Tapes

During water level measurements, rinsing the extracted tape and probe with deionized water and wiping the surface of the extracted tape between locations is acceptable. However, periodic full decontamination should be conducted as follows:

1. Wash with soap and water
2. Rinse with tap water
3. Rinse with deionized water

NOTE

In situations where oil, grease, free product, other hard to remove materials are encountered, probes and exposed tapes should be washed in hot soapy water. If probes or tapes cannot be satisfactorily decontaminated (they are still stained, discolored, etc.), they should be removed from service.

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7.2.1.3 Miscellaneous Equipment

Miscellaneous equipment including analytical equipment (water quality testing equipment) shall be cleaned per manufacturers' instructions. This generally includes wiping the sensor housing and rinsing with tap and deionized water.

Coolers/shipping containers employed to ship samples are received from the laboratory in a variety of conditions including marginal to extremely poor. Coolers shall be evaluated prior to use for the following:

- Structural integrity – Coolers missing handles or having breaks in the outer housing should be removed and not used. Notify the laboratory that the risk of shipping samples in the cooler(s) provided is too great and request a replacement unit.
- Cleanliness – As per protocol, only volatile organic samples are accompanied by a trip blank. If a cooler's cleanliness is in question (visibly dirty/stained) or if there are noticeable odors, the cooler should be decontaminated prior to use as follows:
 1. Wash with soap and water
 2. Rinse with tap water
 3. Dry

If these measures fail to clean the cooler to an acceptable level, remove the unit from use as a shipping container and ask the cooler provider (e.g., the analytical laboratory) to provide a replacement unit.

7.2.2 **Downhole Drilling Equipment**

This includes any portion of the drill rig that is over the borehole, including auger flights, drill stems, rods, and associated tooling that would extend over the borehole. The following procedure is to be employed prior to initiating the drilling/sampling activity, then between locations:

CAUTION

Exercise care when using scrapers to remove soil and debris from downhole drilling equipment. Inadvertent slips of scrapers have resulted in cuts, scrapes, and injured knuckles, so use scrapers carefully when removing soil from these items.

1. Remove loose soil using shovels, scrapers, etc.
2. Through a combination of scrubbing using soap and water and/or steam cleaning or pressure washing, remove visible dirt/soil from the equipment being decontaminated.

CAUTION

In Step 3, do not rinse PE, PVC, and associated tubing with solvents. The appropriate procedures should be defined within the project-specific planning documents. If they are not defined, contact the FOL for guidance. The solvent rinse described in Step 4 may be omitted if groundwater does not contain oil, grease, PAHs, PCBs, or other hard to remove organic materials.

3. Rinse the equipment with tap water, where applicable (steam cleaning and pressure washing incorporate rinsing as part of the process).

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4. If the equipment has directly or indirectly contacted contaminated sample media and is known or suspected of being contaminated with oil, grease, PAHs, PCBs, or other hard to remove organic materials, rinse equipment with pesticide-grade isopropanol
5. To the extent possible, allow components to air dry.
6. If the decontaminated equipment is to be used immediately after decontamination, screen it with a calibrated photoionization detector (PID)/flame ionization detector (FID) to ensure that all contaminants and possible decontamination solvents (if they were used) have been adequately removed.
7. Wrap or cover equipment in clear plastic until it is time to be used.

SAFETY REMINDER

Even when equipment is disconnected from power sources, dangers such as the following may persist:

Falls - An auger flight standing on its end may fall and injure someone. Secure all loose articles to prevent heavy articles from falling onto people or equipment.

Burns - Steam cleaner water is heated to more than 212 °F and exhibits thermal energy that can cause burns. Prevent contact of skin with hot water or surfaces.

High water pressure - Pressure washer discharge can have 2,000 to 4,000 psi of water pressure. Water under this amount of pressure can rupture skin and other human tissues. Water at 4,000 psi exiting a 0° tip can be dangerous because of its relatively high cutting power. The exit velocity and cutting power of the water are reduced when exiting a 40° fan tip, but damage to soft tissues is still possible.

In general, follow the rules below to avoid injury, equipment damage, or incomplete decontamination:

1. Read the operating manual and follow the manufacturers' recommended safety practices before operating pressure washers and steam cleaners.
2. Never point the pressure washer or steam cleaner at another person or use to clean your boots or other parts of your body. Water lacerations and burns may appear to be minor at first but can be life threatening. Do not attempt to hold small parts in your hand while washing them with high-temperature or high-pressure water.
3. Always wear PPE as specified in the HASP such as:
 - Hard hat, safety glasses, splash shield, impermeable apron or splash suit, and hearing protection. Remember that excessive noise is a hazard when operating gas-powered engines and electrically driven pressure washers. PPE will be identified in your project specific planning documents.
4. Inspect each device before use. An inspection checklist will be provided in the project-specific planning documents. If it is a rented device, safety measures are typically provided by the vendor. In all cases, if you are not familiar with the operation of a pressure washer/steam cleaner, do not operate it until you obtain and thoroughly review operating instructions and recommended safety practices.
5. Do not modify equipment unless the manufacturer has approved the modifications.

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7.2.3 Soil/Sediment Sampling Equipment

This section applies to soil sampling equipment including but not limited to hand augers, stainless steel trowels/spoons, bowls, dredges, scoops, split spoons, Macro Core samplers, etc.

1. Remove all loose soil from the equipment through manual means.
2. Through a combination of scrubbing using soap and water and/or steam cleaning or pressure washing, remove visible dirt/soil from the equipment.
3. Rinse the equipment with tap water.

CAUTION

Do not rinse PE, PVC, and associated tubing with solvents. The appropriate procedures should be defined within the project-specific planning documents. If they are not defined, contact the FOL for guidance. The solvent rinse described in Step 4 may be omitted if groundwater does not contain oil, grease, PAHs, PCBs, or other hard to remove organic materials.

4. If the equipment is contaminated or suspected to be contaminated with oil, grease, PAHs, PCBs, or other hard to remove organic materials, rinse the equipment with pesticide-grade isopropanol.
5. Rinse the equipment with deionized water.
6. To the extent possible, allow components to air dry.
7. If the equipment is to be used immediately after decontamination, screen it with a calibrated PID/FID to ensure that all solvents (if they were used) and trace contaminants have been adequately removed.
8. After the equipment has dried, wrap it in aluminum foil for storage until use.

Dredges employed in sediment sampling are typically decontaminated as follows:

- Remove the sediment sample from the sampling device
- If sufficient associated surface water is available at the sampling site, place the dredge in the water and flush to remove visible sediment.
- Extract the dredge and wash it in soap and water per the project-specific planning documents.

CAUTION

When handling dredges, the primary safety concern is trapping fingers or extremities in the larger dredge samplers within the jaws or pinch points of the mechanical jaws. Keep hands, fingers, and extremities away from these pinch and compression points. Either handle the device by the rope or preferably lock the jaws in place to control the potential for closing during maintenance and/or cleaning.

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7.3 **Contact Waste/Materials**

During the course of field investigations, disposable/single-use equipment becomes contaminated. These items include tubing, trowels, PPE (gloves, overboots, splash suits, etc.), and broken sample containers.

With the exception of the broken glass, single-use articles should be cleaned (washed and rinsed) of visible materials and disposed as normal refuse. The exception to this rule is that extremely soiled materials that cannot be cleaned shall be containerized for disposal in accordance with applicable federal, state, and local regulations.

7.3.1 **Investigation-Derived Wastes - Decontamination Wash Waters and Sediments**

NOTE

Requirements for waste storage may differ from one facility to the next. Facility-specific directions for waste storage areas will be provided in project-specific documents, or separate direction will be provided by the Project Manager.

1. Assume that all investigation-derived waste (IDW) generated from decontamination activities contains the hazardous chemicals associated with the site unless there are analytical or other data to the contrary. Waste solution volumes could vary from a few gallons to several hundred gallons in cases where large equipment required cleaning.
2. Where possible, use filtering systems to extend the use of water within a closed system wash unit to recycle water and to reduce possible waste amounts.

NOTE

Containerized waste rinse solutions are best stored in 55-gallon drums (or equivalent containers) that can be sealed until ultimate disposal at an approved facility.

3. Label waste storage containers appropriately labeled (see Attachment A).
4. Ensure that the IDW storage area is configured to meet the following specifications to permit access to the containers and to conduct spill/leak monitoring, sampling, and extraction when the disposal route is determined:
 - Enclose areas accessible by the general public using construction fencing and signs.
 - Stored materials in 55-gallon drums on pallets with four (or fewer) drums per pallet.
 - Maintain the retaining bolt and label on the outside of storage containers where readily visible.
 - Provide at least 4 feet of room between each row of pallets to allow access to containers for sampling, drum removal, and spill response.
 - As directed in project-specific planning documents, maintain an IDW Inventory List and provide the list to the site Point of Contact at the termination of each shift.
 - Maintain spill response equipment at the IDW storage area in case it is required for immediate access.

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- Where possible, use equipment for moving containers. Where not possible, obtain help to manipulate containers.

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CAUTION

Each container of water can weigh up to 490 pounds. Each 55-gallon drum of wet soil can weigh more than 750 pounds. Fill drums and temporary containers to 80 percent capacity to minimize spill and handling difficulties. Use drum carts to move filled drums.

See safe lifting techniques provided in Section 4.4 of the Tetra Tech NUS, Inc. Health and Safety Guidance Manual.

When placing drums, keep your fingers out of pinch and smash points such as between the drums. In some cases such as well development and/or purge water, you can place the drums to be filled on the pallet and transport materials in smaller easier to handle containers.

7.4 **Decontamination Evaluation**

Upon decontamination of equipment, determine the effectiveness of the decontamination process in the following manner:

- Visual evaluation – A visual evaluation will be conducted to ensure the removal of particulate matter. This shall be done to ensure that the washing/rinsing process is working as intended.
- Instrument Screening – A properly calibrated PID/FID should be used to evaluate the presence of site contaminants and solvents used in the cleaning process. The air intake of the instrument shall be passed over the article to be evaluated. Avoid placing the instrument probe into residual waters. A PID/FID reading greater than the daily established background level requires a repeat of the decontamination process, followed by rescreening with the PID/FID. This sequence must be repeated until no instrument readings greater than the daily established background level are observed. It should be noted that the instrument scan is only viable if the contaminants are detectable within the instrument's capabilities.

NOTE

When required by project-specific planning documents, collection of rinsate blanks (see next step) shall be completed without exception unless approval to not collect these samples is obtained from the Project Manager.

- Collection of Rinsate Blanks – It is recommended that rinsate samples be collected to:
 - Evaluate the decontamination procedure representing different equipment applications (pumps versus drilling equipment) and different decontamination applications.
 - Single-use disposable equipment – The number of samples should represent different types of equipment as well as different lot numbers of single-use articles.
 - The collection and the frequency of collection of rinsate samples are as follows unless specified differently in the project-specific planning documents:
 - Per decontamination method
 - Per disposable article/batch number of disposable articles

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NOTE

It is recommended that an initial rinsate sample be collected early in the project to ensure that the decontamination process is functioning properly and to avoid using a contaminated batch of single-use articles. It is recommended that a follow-up sample be collected later during the execution of the project to ensure that those conditions do not change.

Rinsate samples collection may be driven by types of and/or levels of contaminant. Difficult to remove contaminants, oils/greases, some PAHs/PCBs, etc. may also support the collection of additional rinsates due to the obvious challenges to the decontamination process. This is a field consideration to be determined by the FOL.



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Tetra Tech, Inc.

Prepared

Earth Sciences Department

Subject

DECONTAMINATION OF FIELD EQUIPMENT

Approved

J. Zimmerly

Attachment A iDW Label

INVESTIGATION DERIVED WASTE

GENERATOR INFORMATION:

SITE _____ JOB NO. _____

LOCATION _____

DATE _____

DRUM# _____

CONTENTS _____

VOLUME _____

CONTACT _____

EMERGENCY PHONE NUMBER _____



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Earth Sciences Department

Subject

SAMPLE NOMENCLATURE

Approved

J. Zimmerly

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1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to specify a consistent sample nomenclature system that will facilitate subsequent data management in a cost-effective manner. The sample nomenclature system has been devised such that the following objectives can be attained:

- Sorting of data by matrix
- Sorting of data by depth
- Maintenance of consistency (field, laboratory, and database sample numbers)
- Accommodation of all project-specific requirements
- Accommodation of laboratory sample number length constraints (maximum of 20 characters)

2.0 SCOPE

The methods described in this SOP shall be used consistently for all projects requiring electronic data. Other contract- or project-specific sample nomenclature requirements may also be applicable.

3.0 GLOSSARY

None.

4.0 RESPONSIBILITIES AND PERSONNEL QUALIFICATIONS

Program Manager - It shall be the responsibility of the Project Manager (or designee) to inform contract-specific Project Managers (PMs) of the existence and requirements of this SOP.

Project Manager - It shall be the responsibility of the PM to determine the applicability of this SOP based on: (1) program-specific requirements and (2) project size and objectives. It shall be the responsibility of the PM (or designee) to ensure that sample nomenclature requirements are thoroughly specified in the relevant project planning document (e.g., sampling and analysis plan) and are consistent with this SOP if relevant. It shall be the responsibility of the PM to ensure that the FOL is familiar with the sample nomenclature system.

Field Operations Leader (FOL) - It shall be the responsibility of the FOL to ensure that all field technicians or sampling personnel are thoroughly familiar with this SOP and the project-specific sample nomenclature system. It shall be the responsibility of the FOL to ensure that the sample nomenclature system is used during all project-specific sampling efforts.

General personnel qualifications for sample nomenclature activities in the field include the following:

- Occupational Safety and Health Administration (OSHA) 40-hour and applicable refresher training.
- Capability of performing field work under the expected physical and environmental (i.e., weather) conditions.
- Familiarity with appropriate procedures for field documentation, handling, packaging, and shipping.

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5.0 PROCEDURES

5.1 INTRODUCTION

The sample identification (ID) system can consist of as few as eight but not more than 20 distinct alpha-numeric characters. The sample ID will be provided to the laboratory on the sample labels and chain-of-custody forms. The basic sample ID provided to the laboratory has three segments and shall be as follows, where "A" indicates "alpha," and "N" indicates "numeric":

A or N 3 or 4 Characters	AAA 2 or 3 Characters	A or N 3 to 6 Characters
Site Identifier	Sample Type	Sample Location

Additional segments may be added as needed. For example:

(1) Soil and sediment sample ID

A or N 3 or 4 Characters	AAA 2 or 3 Characters	A or N 3 to 6 Characters	NNNN 4 Characters
Site identifier	Sample type	Sample location	Sample depth

(2) Aqueous (groundwater or surface water) sample ID

A or N 3 or 4 Characters	AAA 2 or 3 Characters	A or N 3 to 6 Characters	NN 2 Characters	-A 1 Character
Site identifier	Sample type	Sample location	Round number	Filtered sample only

(3) Biota sample ID

A or N 3 or 4 Characters	AAA 2 or 3 Characters	A or N 3 to 6 Characters	AA 2 Characters	NNN 3 Characters
Site identifier	Sample type	Sample location	Species identifier	Sample group number

5.2 SAMPLE IDENTIFICATION FIELD REQUIREMENTS

The various fields in the sample ID include but are not limited to the following:

- Site identifier
- Sample type
- Sample location
- Sample depth
- Sampling round number
- Filtered
- Species identifier
- Sample group number

The site identifier must be a three- or four-character field (numeric characters, alpha characters, or a mixture of alpha and numeric characters may be used). A site number is necessary because many

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facilities/sites have multiple individual sites, Solid Waste Management Units (SWMUs), Operable Units (OUs), etc. Several examples are presented in Section 5.3 of this SOP.

The sample type must be a two- or three-character alpha field. Suggested codes are provided in Section 5.3 of this SOP.

The sample location must be at least a three-character field but may have up to six characters (alpha, numeric, or a mixture). The six characters may be useful in identifying a monitoring well to be sampled or describing a grid location.

The sample depth field is used to note the depth below ground surface (bgs) at which a soil or sediment sample is collected. The first two numbers of the four-number code specify the top interval, and the third and fourth specify the bottom interval in feet bgs of the sample. If the sample depth is equal to or greater than 100, then only the top interval would be represented and the sampling depth would be truncated to three characters. The depths will be noted in whole numbers only; further detail, if needed, will be recorded on the sample log sheet or boring log, in the logbook, etc.

A two-digit round number will be used to track the number of aqueous samples collected from a particular aqueous sample location. The first sample collected from a location will be assigned the round identifier 01, the second 02, etc. This applies to both existing and proposed monitoring wells and surface water locations.

Aqueous samples that are field filtered (dissolved analysis) will be identified with an "-F" in the last field segment. No entry in this segment signifies an unfiltered (total) sample.

The species identifier must be a two-character alpha field. Several suggested codes are provided in Section 5.3 of this SOP.

The three-digit sample group number will be used to track the number of biota sample groups (a particular group size may be determined by sample technique, media type, the number of individual caught, weight issues, time, etc.) by species and location. The first sample group of a particular species collected from a given location will be assigned the sample group number 001, and the second sample group of the same species collected from the same location will be assigned the sample group number 002.

5.3 **EXAMPLE SAMPLE FIELD DESIGNATIONS**

Examples of each of the fields are as follows:

Site identifier - Examples of site numbers/designations are as follows:

A01 - Area of Concern (AOC) 1
125 - SWMU 125
000 - Base- or facility-wide sample (e.g., upgradient well)
BBG - Base background

The examples cited are only suggestions. Each PM (or designee) must designate appropriate (and consistent) site designations for their individual project.

Sample type - Examples of sample types are as follows:

AH - Ash Sample
AS - Air Sample
BM - Building Material Sample

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BSB	-	Biota Sample Full Body
BSF	-	Biota Sample Fillet
CP	-	Composite Sample
CS	-	Chip Sample
DS	-	Drum Sample
DU	-	Dust Sample
FP	-	Free Product
IDW	-	Investigation-Derived Waste Sample
LT	-	Leachate Sample
MW	-	Monitoring Well Groundwater Sample
OF	-	Outfall Sample
RW	-	Residential Well Sample
SB	-	Soil Boring Sample
SD	-	Sediment Sample
SC	-	Scrape Sample
SG	-	Soil Gas Sample
SL	-	Sludge Sample
SP	-	Seep Sample
SS	-	Surface Soil Sample
ST	-	Storm Sewer Water Sample
SW	-	Surface Water Sample
TP	-	Test Pit Sample
TW	-	Temporary Well Sample
WC	-	Well Construction Material Sample
WP	-	Wipe Sample
WS	-	Waste/Solid Sample
WW	-	Wastewater Sample

Sample location - Examples of the location field are as follows:

001	-	Monitoring well 1
N32E92	-	Grid location 32 North and 92 East
D096	-	Investigation-derived waste drum number 96

Species identifier - Examples of species identifier are as follows:

BC	-	Blue Crab
GB	-	Blue Gill
CO	-	Corn
SB	-	Soybean

5.4 **EXAMPLES OF SAMPLE NOMENCLATURE**

The first round monitoring well groundwater sample collected from existing monitoring well 001 at SWMU 16 for a filtered sample would be designated as 016MW00101-F.

The second round monitoring well groundwater sample collected from existing monitoring well C20P2 at Site 23 for an unfiltered sample would be designated as 023MWC20P202.

The second surface water sample collected from point 01 at SWMU 130 for an unfiltered sample would be designated as 130SW00102.

A surface soil sample collected from grid location 32 North and 92 East at Site 32 at the 0- to 2-foot

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interval would be designated as 032SSN32E920002.

A subsurface soil sample from soil boring 03 at SWMU 32 at an interval of 4 to 5 feet bgs would be designated as 032SB0030405.

A sediment sample collected at SWMU 19 from 0 to 6 inches at location 14 would be designated as 019SD0140001. The sample data sheet would reflect the precise depth at which this sample was collected.

During biota sampling for full-body analysis, the first time a minnow trap was checked at grid location A25 of SWMU 1415, three small blue gills were captured, collected, and designated with the sample ID of 1415BSBA25BG001. The second time blue gill were collected at the same location (grid location A25 at SWMU 1415), the sample ID would be 1415BSBA25BG002.

Note: No dash (-) or spacing is used between the segments with the exception of the filtered segment. The "F" used for a filtered aqueous sample is preceded by a dash (-F).

5.5 FIELD QA/QC SAMPLE NOMENCLATURE

Field Quality Assurance (QA)/Quality Control (QC) samples are designated using a different coding system. The QC code will consist of a three- to four-segment alpha-numeric code that identifies the sample QC type, the date the sample was collected, and the number of this type of QC sample collected on that date.

AA	NNNNNN	NN	-F
QC type	Date	Sequence number (per day)	Filtered (aqueous only, if needed)

The QC types are identified as:

TB = Trip Blank

RB = Rinsate Blank (Equipment Blank)

FD = Field Duplicate

AB = Ambient Conditions Blank

WB = Source Water Blank

The sampling time recorded on the chain-of-custody form, labels, and tags for duplicate samples will be 0000 so that the samples are "blind" to the laboratory. Notes detailing the sample number, time, date, and type will be recorded on the routine sample log sheets and will document the location of the duplicate sample (sample log sheets are not provided to the laboratory). Documentation for all other QC types (TB, RB, AB, and WB) will be recorded on the QC Sample Log Sheet (see SOP SA-6.3, Field Documentation).

5.6 EXAMPLES OF FIELD QA/QC SAMPLE NOMENCLATURE

The first duplicate of the day for a filtered groundwater sample collected on June 3, 2000, would be designated as FD06030001-F.

The third duplicate of the day taken of a subsurface soil sample collected on November 17, 2003, would be designated as FD11170303.

The first trip blank associated with samples collected on October 12, 2000, would be designated as TB10120001.

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The only rinsate blank collected on November 17, 2001, would be designated as RB11170101.

6.0 DEVIATIONS

Any deviation from this SOP must be addressed in detail in the site-specific planning documents.



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Tetra Tech, Inc.

Prepared

Management Information Systems Department

Subject

DATABASE RECORDS AND QUALITY ASSURANCE

Approved

J. Zimmerly

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1.0 PURPOSE

The purpose of this document is to specify a consistent procedure for the quality assurance review of electronic and hard copy databases. This SOP outlines the requirements for establishment of a Database Record File, Quality Assurance review procedures, and documentation of the Quality Assurance Review Process.

2.0 SCOPE

The methods described in this Standard Operating Procedure (SOP) shall be used consistently for all projects managed by Tetra Tech.

3.0 GLOSSARY

Chain-of-Custody Form - A Chain-of-Custody Form is a printed form that accompanies a sample or a group of samples from the time of sample collection to the laboratory. The Chain-of-Custody Form is retained with the samples during transfer of samples from one custodian to another. The Chain-of-Custody Form is a controlled document that becomes part of the permanent project file. Chain-of-Custody and field documentation requirements are addressed in SOP SA-6.1.

Electronic Database - A database provided on a compact laser disk (CD). Such electronic databases will generally be prepared using public domain software such as DBase, RBase, Oracle, Visual FoxPro, Microsoft Access, Paradox, etc.

Hardcopy Database - A printed copy of a database prepared using the software discussed under the definition of an electronic database.

Form I - A printed copy of the analytical results for each sample.

Sample Tracking Summary - A printed record of sample information including the date the samples were collected, the number of samples collected, the sample matrix, the laboratory to which the samples were shipped, the associated analytical requirements for the samples, the date the analytical data were received from the laboratory, and the date that validation of the sample data was completed.

4.0 RESPONSIBILITIES

Database Records Custodian - It shall be the responsibility of the Database Records Custodian to update and file the Sample Tracking Summaries for all active projects on a weekly basis. It shall be the responsibility of the Database Records Custodian to ensure that the most recent copies of the Sample Tracking Summaries are placed in the Database Records file. It shall be the responsibility of the Database Records Custodian to ensure that a copy of all validation deliverables is provided to the Project Manager (for placement in the project file). It shall be the responsibility of the Database Records Custodian to ensure that photocopies of all validation deliverables and historical data and reports (as applicable) are placed in the Database Records file.

Data Validation Coordinator - It shall be the responsibility of the Data Validation Coordinator (or designee) to ensure that the Sample Tracking Summaries are maintained by the Database Records Custodian. It shall be the responsibility of the Data Validation Coordinator (or designee) to ensure that photocopies of all data validation deliverables are placed in the applicable Database Records file by the Database Records Custodian.

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Earth Sciences Department Manager - It shall be the responsibility of the Earth Sciences Department Manager (or equivalent) to ensure that all field personnel are familiar with the requirements of this Standard Operating Procedure (specifically Section 5.5).

FOL - It shall be the responsibility of the FOL (FOL) of each project to ensure that all field technicians or sampling personnel are thoroughly familiar with this SOP, specifically regarding provision of the Chain-of-Custody Forms to the Database Records Custodian. Other responsibilities of the FOL are described in Sections 5.4 and 5.5.

Management Information Systems (MIS) Manager - It shall be the responsibility of the MIS Manager to ensure that copies of original electronic deliverables (CDs) are placed in both the project files and the Database Records File. It shall be the responsibility of the MIS Manager (or designee) to verify the completeness of the database (presence of all samples) in both electronic and hardcopy form in the Database Records File. It shall be the responsibility of the MIS Manager to ensure that Quality Assurance Reviews are completed and are attested to by Quality Assurance Reviewers. It shall be the responsibility of the MIS Manager to ensure that records of the Quality Assurance review process are placed in the Database Records File. It shall be the responsibility of the MIS Manager to ensure that both electronic and hardcopy forms of the final database are placed in both the project and the Database Record File. It shall be the responsibility of the MIS Manager to ensure that data validation qualifiers are entered in the database.

Furthermore, it shall be the responsibility of the MIS Manager to participate in project planning at the request of the Project Manager, specifically with respect to the generation of level of effort and schedule estimates. To support the project planning effort, the MIS Manager shall provide a copy of the MIS Request Form included as Attachment A to the project manager. It shall be the responsibility of the MIS Manager to generate level of effort and budget estimates at the time database support is requested if a budget does not exist at the time of the request. The MIS Request Form shall be provided to the Project Manager at the time of any such requests. It shall be the responsibility of the MIS Manager to notify the Project Manager of any anticipated level of effort overruns or schedule noncompliances as soon as such problems arise along with full justification for any deviations from the budget estimates (provided they were generated by the MIS Manager). It shall be the responsibility of the MIS Manager to document any changes to the scope of work dictated by the Project Manager, along with an estimate of the impact of the change on the level of effort and the schedule.

Program/Department Managers - It shall be the responsibility of the Department and/or Program Managers (or designees) to inform their respective department's Project Managers of the existence and requirements of this SOP.

Project Manager - It shall be the responsibility of each Project Manager to determine the applicability of this SOP based on: (1) program-specific requirements, and (2) project size and objectives. It shall be the responsibility of the Project Manager (or designee) to ensure that the FOL is familiar with the requirements regarding Chain-of-Custody Form provision to the Database Records Custodian. It shall be the responsibility of the Project Manager (or designee) to determine which, if any, historical data are relevant and to ensure that such data (including all relevant information such as originating entity, sample locations, sampling dates, etc.) are provided to the Database Records Custodian for inclusion in the Database Records File. It shall be the responsibility of the Project Manager to obtain project planning input regarding the level of effort and schedule from the MIS Manager. It shall be the responsibility of the Project Manager to complete the database checklist (Attachment A) to support the level of effort and schedule estimate and to facilitate database preparation and subroutine execution.

Risk Assessment Department Manager - It shall be the responsibility of the Risk Assessment Department Manager to monitor compliance with this Standard Operating Procedure, to modify this SOP as necessary, and to take corrective action if necessary. Monitoring of the process shall be completed on a quarterly basis.

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Quality Assurance Reviewers - It shall be the responsibility of the Quality Assurance Reviewers to verify the completeness of the sample results via review of the Chain-of-Custody Forms and Sample Tracking Summaries. It shall be the responsibility of the Quality Assurance Reviewers to ensure the correctness of the database via direct comparison of the hardcopy printout of the database and the hardcopy summaries of the original analytical data (e.g., Form Is provided in data validation deliverables). Correctness includes the presence of all relevant sample information (all sample information fields), agreement of the laboratory and database analytical results, and the presence of data validation qualifiers.

Quality Manager - It shall be the responsibility of the Quality Manager to monitor compliance with this Standard Operating Procedure via routine audits.

5.0 PROCEDURES

5.1 Introduction

Verification of the accuracy and completeness of an electronic database can only be accomplished via comparison of a hardcopy of the database with hardcopy of all relevant sample information. The primary purposes of this SOP are to ensure that 1) all necessary hardcopy information is readily available to Quality Assurance Reviewers; 2) ensure that the Quality Assurance review is completed in a consistent and comprehensive manner, and; 3) ensure that documentation of the Quality Assurance review process is maintained in the project file.

5.2 File Establishment

A Database Record file shall be established for a specific project at the discretion of the Project Manager. Initiation of the filing procedure will commence upon receipt of the first set of Chain-of-Custody documents from a FOL or sampling technician. The Database Record Custodian shall establish a project-specific file for placement in the Database Record File. Each file in the Database Record File shall consist of standard components placed in the file as the project progresses. Each file shall be clearly labeled with the project number, which shall be placed on the front of the file drawer and on each and every hanging file folder relevant to the project. The following constitute the minimum components of a completed file:

- Electronic Deliverables
- Sample Tracking Forms
- Chain-of-Custody Forms
- Data Validation Letters
- Quality Assurance Records

5.3 Electronic Deliverables

The format of electronic deliverables shall be specified in the laboratory procurement specification and shall be provided by the laboratory. The integrity of all original electronic data deliverables shall be maintained. This shall be accomplished via the generation of copies of each electronic deliverable provided by the laboratory. The original electronic deliverable shall be provided to the project manager for inclusion in the project file. A copy of the original electronic deliverable shall be placed in the Database Record File. The second copy shall be maintained by the MIS Manager (or designee) to be used as a working copy.

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5.4 Sample Tracking Forms

Updated versions of the sample tracking form for each relevant project shall be maintained by the Database Record Custodian. The Sample Tracking Forms shall be updated any time additional Chain-of-Custody Forms are received from a FOL or sampling technician, or at any time that data are received from a laboratory, or at any time that validation of a given data package (sample delivery group) is completed. The Data Validation Coordinator shall inform the Database Record Custodian of the receipt of any data packages from the laboratory and of completion of validation of a given data package to facilitate updating of the Sample Tracking Form. The Database Record Custodian shall place a revised copy of the Sample Tracking Form in the Database Record File anytime it has been updated. Copies of the updated Sample Tracking Form shall also be provided to the project manager to apprise the project manager of sample package receipt, completion of validation, etc.

5.5 Chain-of-Custody Forms

The Chain-of-Custody Forms for all sampling efforts will be used as the basis for (1) updating the Sample Tracking Form, and (2) confirming that all required samples and associated analyses have been completed. It shall be the responsibility of the FOL (or sample technician) to provide a photocopy of all Chain-of-Custody Forms to the Database Record Custodian immediately upon completion of a sampling effort. The Database Record Custodian shall then place the copies of the Chain-of-Custody Form(s) in the Database Record File. Upon receipt of a sample data package from an analytical laboratory, the Data Validation Coordinator shall provide a copy of the laboratory Chain-of-Custody Form to the Database Record Custodian. The Database Record Custodian shall use this copy to update the Sample Tracking Summary and shall place the copy of the laboratory-provided Chain-of-Custody Form in the Database Record File. The photocopy of the laboratory-provided Chain-of-Custody Form shall be stapled to the previously filed field copy. Upon receipt of all analytical data, two copies of the Chain-of-Custody will therefore be in the file. Review of the Chain-of-Custody Forms will therefore be a simple mechanism to determine if all data have been received. Chain-of-Custody is addressed in SOP SA-6.1.

5.6 Data Validation Letters

All data validation deliverables (or raw data summaries if validation is not conducted) shall be provided for inclusion in both the Database Record File and the project file. If USEPA regional- or client-specific requirements are such that Form Is (or similar analytical results) need not be provided with the validation deliverable, copies of such results must be appended to the deliverable. It is preferable, although not essential that the validation qualifiers be hand-written directly on the data summary forms. The data validation deliverables (and attendant analytical summaries) will provide the basis for direct comparison of the database printout and the raw data and qualifiers.

5.7 Historical Data

At the direction of the Project Manager, historical data may also be included in a project-specific analytical database. In the event that historical data are germane to the project, hardcopy of the historical data must be included in the Database Record File. Historical data may be maintained in the form of final reports or as raw data. The information contained in the historical data file must be sufficient to identify its origin, its collection date, the sample location, the matrix, and any and all other pertinent information. All available analytical data, Chain-of-Custody Forms, boring logs, well construction logs, sample location maps, shall be photocopied by the Project Manager (or designee) and placed in one or more 3-ring binders. All information shall be organized chronologically by matrix. It shall be the responsibility of the Project Manager (or designee) to ensure that all inconsistencies between analytical data, Chain-of-Custody Forms, boring logs, sample log sheets, and field logbooks are identified and corrected. The Project Manager (or designee) shall decide which nomenclature is appropriate and edit, initial and date all

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relevant forms. Data entry may only be performed on information that has undergone the aforementioned editing process, thereby having a direct correlation between hardcopy information and what will become the electronic database.

6.0 RECORDS

Records regarding database preparation and quality assurance review include all those identified in the previous section. Upon completion of the database task, records from the file will be forwarded to the Project Manager for inclusion in the project file, or will be placed in bankers boxes (or equivalent) for storage. The final records for storage shall include the following minimum information on placards placed on both the top and end of the storage box:

Database Record File
PROJECT NUMBER: ____
SITE NAME: ____
DATE FILED: __/__/__
SUMMARY OF CONTENTS ENCLOSED
BOX _ OF _

Project- or program-specific record keeping requirements shall take precedence over the record keeping requirements of this SOP.

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ATTACHMENT A



MIS REQUEST FORM

Project Name: _____		Request Date: _____	
CTO: _____		Date Data Available for Production: _____	
Project Manager: _____		Request in Support of: _____	
Requestor: _____		Database Lead: _____	
Program/Client: _____		GIS Lead: _____	
State/EPA Region: _____		Statistics Lead: _____	
		Risk Lead: _____	
Site Name(s) (Area, OU, etc.): _____			
Sampling Date(s): _____			
Matrix: <input type="checkbox"/> GW <input type="checkbox"/> SO <input type="checkbox"/> SD <input type="checkbox"/> SW <input type="checkbox"/> Other: _____			
Labels: <input type="checkbox"/> Labels needed for an upcoming sampling event _____ Total # of Samples _____			
Estimated Hours _____		Additional Instructions: _____	
Due Date _____			
Complete ETS Charge No. _____			
FOL _____			
Data Entry:			
<input type="checkbox"/> Chemical data needs to be entered from hardcopy _____		Estimated # of Samples _____	
<input type="checkbox"/> Chemical data needs to be formatted electronically _____			
<input type="checkbox"/> Field analytical data needs to be entered from hardcopy _____			
<input type="checkbox"/> Geologic data needs to be entered from hardcopy _____			
<input type="checkbox"/> Hydrology data needs to be entered from hardcopy _____			
Estimated Hours _____		Additional Instructions: _____	
Due Date _____			
Complete ETS Charge No. _____			
Tables:			
<input type="checkbox"/> Full Data Printout _____			
<input type="checkbox"/> Summary of Positive Hits _____			
<input type="checkbox"/> Occurrence and Distribution _____		<input type="checkbox"/> with criteria	
<input type="checkbox"/> Sampling Analytical Summary _____			
<input type="checkbox"/> Other: _____			
Estimated Hours _____		Additional Instructions: _____	
Due Date _____			
Complete ETS Charge No. _____			
GIS:			
<input type="checkbox"/> General Facility Location _____			
<input type="checkbox"/> Site Location _____			
<input type="checkbox"/> Potentiometric Contours/Groundwater Flow _____			
<input type="checkbox"/> Sample Location Proposed _____			
<input type="checkbox"/> Sample Location Existing _____			
<input type="checkbox"/> Tag Map Single Round _____			
<input type="checkbox"/> Tag Map Multiple Round _____			
<input type="checkbox"/> Isoconcentrations _____			
<input type="checkbox"/> Chart Map _____			
<input type="checkbox"/> 3D Visualization _____			
<input type="checkbox"/> EGIS CD _____			
<input type="checkbox"/> Other: _____			
Estimated Hours _____		Additional Instructions: _____	
Due Date _____			
Complete ETS Charge No. _____			
Statistics: <input type="checkbox"/> Yes			
Estimated Hours _____		Additional Instructions: _____	
Due Date _____			
Complete ETS Charge No. _____			
Geostatistics: <input type="checkbox"/> Yes			
Estimated Hours _____		Additional Instructions: _____	
Due Date _____			
Complete ETS Charge No. _____			

REFERENCES

DOD (Department of Defense), 2009. "Quality Assurance Systems Manual Version 4.1." April.

DOD (Department of Defense), 2009. Quality System Manual (QSM) for Environmental Laboratories. April.

IDQTF (Intergovernmental Data Quality Task Force), 2005. "Uniform Federal Policy for Quality Assurance Program Plans, Part 1: UFP-QAPP Manual, Final Version 1." March.

USEPA (Region 1), 1996b USEPA Region 1 Laboratory Data Validation Functional Guidelines – Part II. December.

State of Rhode Island Department of Environmental Management (RIDEM) 2011. Rules and Regulations for the Investigation and Remediation of Hazardous Material Releases (DEM DSR-01-93) Office of Waste Management, As Amended November 2011.

Tetra Tech, EC 2007, Final Closeout Report for Sludge Disposal Trenches and Review Areas at Tank Farms 4 and 5, Naval Station Newport Portsmouth Rhode Island, June.

USEPA, 2002. USEPA Guidance for Quality Assurance Project Plans, EPA QA/R-5, EPAQA/G-5, QAMS. December.

USEPA, 2005. Uniform Federal Policy for Quality Assurance Plans (UFP-QAPP). March.

APPENDIX B
FIELD DOCUMENTATION FORMS



PROJECT NO:		FACILITY:		PROJECT MANAGER		PHONE NUMBER		LABORATORY NAME AND CONTACT:							
SAMPLERS (SIGNATURE)				FIELD OPERATIONS LEADER		PHONE NUMBER		ADDRESS							
				CARRIER/WAYBILL NUMBER				CITY, STATE							
STANDARD TAT <input type="checkbox"/> RUSH TAT <input type="checkbox"/> <input type="checkbox"/> 24 hr. <input type="checkbox"/> 48 hr. <input type="checkbox"/> 72 hr. <input type="checkbox"/> 7 day <input type="checkbox"/> 14 day				TOP DEPTH (FT)	BOTTOM DEPTH (FT)	MATRIX (GW, SO, SW, SD, QC, ETC.)	COLLECTION METHOD GRAB (G) COMP (C)	No. OF CONTAINERS	CONTAINER TYPE PLASTIC (P) or GLASS (G)						
PRESERVATIVE USED															
DATE YEAR	TIME	SAMPLE ID	LOCATION ID						TYPE OF ANALYSIS						COMMENTS
1. RELINQUISHED BY				DATE		TIME		1. RECEIVED BY				DATE		TIME	
2. RELINQUISHED BY				DATE		TIME		2. RECEIVED BY				DATE		TIME	
3. RELINQUISHED BY				DATE		TIME		3. RECEIVED BY				DATE		TIME	
COMMENTS															



TETRA TECH NUS, INC.

FIELD MODIFICATION RECORD

Site Name: _____ Location: _____

Project Number: _____ Task Assignment: _____

To: _____ Location: _____ Date: _____

Description: _____

Reason for Change: _____

Recommended Action: _____

Field Operations Leader (Signature): _____ Date: _____

Disposition/Action: _____

Project Manager (Signature): _____ Date: _____

Distribution: Program Manager: _____ Others as Required: _____

Project Manager: _____

Quality Assurance Officer: _____

Field Operations Leader: _____

Project File: _____



QA SAMPLE LOG SHEET

Page ____ of ____

Project Site Name: _____ Sample ID Number: _____
Project Number: _____ Sampled By: _____
Sample Location: _____ C.O.C. Number: _____
QA Sample Type: _____
☐ Trip Blank ☐ Rinsate Blank
☐ Source Water Blank ☐ Other Blank _____

SAMPLING DATA:

Date: _____
Time: _____
Method: _____

WATER SOURCE:

☐ Laboratory Prepared ☐ Tap
☐ Purchased ☐ Fire Hydrant
☐ Other _____

**PURCHASED WATER INFORMATION
(If Applicable as Source or Rinsate Water):**

Product Name: _____
Supplier: _____
Manufacturer: _____
Order Number: _____
Lot Number: _____
Expiration Date: _____

**RINSATE INFORMATION
(If Applicable):**

Media Type: _____
Equipment Used: _____
Equipment Type: _____
☐ Dedicated
☐ Reusable

SAMPLE COLLECTION INFORMATION:

Analysis	Preservative	Container Requirements	Collected
Volatiles	Cool 4°C & HCl		YES / NO
Semivolatiles	Cool 4°C		YES / NO
Pesticide / PCB	Cool 4°C		YES / NO
Metals	Cool 4°C & HNO ₃		YES / NO
Cyanide	Cool 4°C & NaOH		YES / NO

OBSERVATIONS / NOTES:

Signature(s): _____



PROJECT NAME: _____ TETRA TECH NUS CHARGE NUMBER: _____

SAMPLING EVENT: _____ CASE NO.: _____ DAS NO.: _____

TtNUS Form 0012

BORING LOG FOR: _____
PROJECT NO.: _____
LOGGED BY: _____
DRILLED BY (Company/Driller): _____
GRD. SURFACE ELEVATION: _____

TRANSCRIBED BY: _____
ELEVATION FROM: _____

BORING NO.: _____
START DATE: _____
COMPLETION: DATE: _____
MON. WELL NO.: _____
CHECKED BY: _____

DEPTH (FEET)	BLOWS PER 6"	SAMP REC. / SAMP LENG.	SAMPLING TIME & SAMPLE NO. (QA/QC STATUS)	DEPTH MAT'L CHG./ WELL PROF'L	SOIL DENSITY/ CONSIS. or ROCK HARD.	CLR	MATERIAL CLASSIFICATION	USCS or ROCK BRKN	REMARKS (moisture condition; odors; geological classification; rock weathering; etc.)	FIELD SCREENING DATA METHOD = [FID, (PPM)]
		/								
		/								
		/								
		/								
		/								
		/								
		/								
		/								

TYPE OF DRILLING RIG: _____	<div>Tetra Tech NUS, Inc.</div> <div></div>	
METHOD OF ADVANCING BORING: _____		
METHOD OF SOIL SAMPLING: _____		
METHOD OF ROCK CORING: _____		
GROUNDWATER LEVELS: _____		
OTHER OBSERVATIONS: _____	BORING NO.: _____	PAGE: _____ OF _____

APPENDIX C
ANALYTICAL LABORATORY CERTIFICATIONS

Scope of Accreditation For Spectrum Analytical, Inc. featuring Hanibal Technology, Rhode Island Division

646 Camp Ave.
North Kingstown, RI 02852
Sharyn Lawler
401-732-3400

In recognition of a successful assessment to ISO/IEC 17025:2005 and the requirements of the DoD Environmental Laboratory Accreditation Program (DoD ELAP) as detailed in the DoD Quality Systems Manual for Environmental Laboratories (DoD QSM v4.2) based on the National Environmental Laboratory Accreditation Conference Chapter 5 Quality Systems Standard (NELAC Voted Revision June 5, 2003), accreditation is granted to Spectrum Analytical, Inc., featuring Hanibal Technology, Rhode Island Division to perform the following tests:

Accreditation granted through: **April 1, 2016**

Testing – Environmental

Non-Potable Water		
Technology	Method	Analyte
GC/MS	EPA 8260C	1,1,1,2-Tetrachloroethane
GC/MS	EPA 8260C	1,1,1-Trichloroethane
GC/MS	EPA 8260C	1,1,2,2-Tetrachloroethane
GC/MS	EPA 8260C	1,1,2-Trichloro-1,2,2-trifluoroethane
GC/MS	EPA 8260C	1,1,2-Trichloroethane
GC/MS	EPA 8260C	1,1-Dichloroethane
GC/MS	EPA 8260C	1,1-Dichloroethene
GC/MS	EPA 8260C	1,1-Dichloropropene
GC/MS	EPA 8260C	1,2,3-Trichlorobenzene
GC/MS	EPA 8260C	1,2,3-Trichloropropane
GC/MS	EPA 8260C	1,2,4-Trichlorobenzene
GC/MS	EPA 8260C	1,2,4-Trimethylbenzene
GC/MS	EPA 8260C	1,2-Dibromo-3-chloropropane
GC/MS	EPA 8260C	1,2-Dibromoethane
GC/MS	EPA 8260C	1,2-Dichlorobenzene
GC/MS	EPA 8260C	1,2-Dichloroethane
GC/MS	EPA 8260C	1,2-Dichloropropane



Non-Potable Water		
Technology	Method	Analyte
GC/MS	EPA 8260C	1,3,5-Trimethylbenzene
GC/MS	EPA 8260C	1,3-Dichlorobenzene
GC/MS	EPA 8260C	1,3-Dichloropropane
GC/MS	EPA 8260C	1,4-Dichlorobenzene
GC/MS	EPA 8260C	1-Chlorohexane
GC/MS	EPA 8260C	2,2-Dichloropropane
GC/MS	EPA 8260C	2-Butanone
GC/MS	EPA 8260C	2-Chlorotoluene
GC/MS	EPA 8260C	2-Hexanone
GC/MS	EPA 8260C	4-Chlorotoluene
GC/MS	EPA 8260C	4-Isopropyltoluene
GC/MS	EPA 8260C	4-Methyl-2-pentanone
GC/MS	EPA 8260C	Acetone
GC/MS	EPA 8260C	Acetonitrile
GC/MS	EPA 8260C	Acrolein
GC/MS	EPA 8260C	Acrylonitrile
GC/MS	EPA 8260C	Allyl Chloride
GC/MS	EPA 8260C	Benzene
GC/MS	EPA 8260C	Bromobenzene
GC/MS	EPA 8260C	Bromochloromethane
GC/MS	EPA 8260C	Bromodichloromethane
GC/MS	EPA 8260C	Bromoform
GC/MS	EPA 8260C	Bromomethane
GC/MS	EPA 8260C	Carbon disulfide
GC/MS	EPA 8260C	Carbon tetrachloride
GC/MS	EPA 8260C	Chlorobenzene
GC/MS	EPA 8260C	Chloroethane
GC/MS	EPA 8260C	Chloroform
GC/MS	EPA 8260C	Chloromethane
GC/MS	EPA 8260C	cis-1,2-Dichloroethene
GC/MS	EPA 8260C	cis-1,3-Dichloropropene
GC/MS	EPA 8260C	Cyclohexane
GC/MS	EPA 8260C	Dibromochloromethane
GC/MS	EPA 8260C	Dibromomethane
GC/MS	EPA 8260C	Dichlorodifluoromethane



Non-Potable Water		
Technology	Method	Analyte
GC/MS	EPA 8260C	Diethyl Ether
GC/MS	EPA 8260C	Diisopropyl ether
GC/MS	EPA 8260C	Ethanol
GC/MS	EPA 8260C	Ethylbenzene
GC/MS	EPA 8260C	Ethyl methacrylate
GC/MS	EPA 8260C	Ethyl tert-butyl ether
GC/MS	EPA 8260C	Hexachlorobutadiene
GC/MS	EPA 8260C	Hexachloroethane
GC/MS	EPA 8260C	Iodomethane
GC/MS	EPA 8260C	Isobutyl alcohol
GC/MS	EPA 8260C	Isopropylbenzene
GC/MS	EPA 8260C	m,p-Xylene
GC/MS	EPA 8260C	Methacrylonitrile
GC/MS	EPA 8260C	Methyl acetate
GC/MS	EPA 8260C	Methylcyclohexane
GC/MS	EPA 8260C	Methyl methacrylate
GC/MS	EPA 8260C	Methyl tert-butyl ether
GC/MS	EPA 8260C	Methylene chloride
GC/MS	EPA 8260C	n-Butylbenzene
GC/MS	EPA 8260C	n-Propylbenzene
GC/MS	EPA 8260C	Naphthalene
GC/MS	EPA 8260C	o-Xylene
GC/MS	EPA 8260C	Propionitrile
GC/MS	EPA 8260C	sec-Butylbenzene
GC/MS	EPA 8260C	Styrene
GC/MS	EPA 8260C	tert-Amyl Methyl ether
GC/MS	EPA 8260C	tert-Butyl alcohol
GC/MS	EPA 8260C	tert-Butylbenzene
GC/MS	EPA 8260C	Tetrachloroethene
GC/MS	EPA 8260C	Tetrahydrofuran
GC/MS	EPA 8260C	Toluene
GC/MS	EPA 8260C	trans-1,2-Dichloroethene
GC/MS	EPA 8260C	trans-1,3-Dichloropropene
GC/MS	EPA 8260C	trans-1,4-Dichloro-2-butene
GC/MS	EPA 8260C	Trichloroethene



Non-Potable Water		
Technology	Method	Analyte
GC/MS	EPA 8260C	Trichlorofluoromethane
GC/MS	EPA 8260C	Vinyl acetate
GC/MS	EPA 8260C	Vinyl chloride
GC/MS	EPA 8260C	Xylene (Total)
GC/MS	EPA 8270D	1,1'-Biphenyl
GC/MS	EPA 8270D	Acetophenone
GC/MS	EPA 8270D	Benzaldehyde
GC/MS	EPA 8270D	Caprolactam
GC/MS	EPA 8270D	1,2,4,5-Tetrachlorobenzene
GC/MS	EPA 8270D	2,3,4,6-Tetrachlorophenol
GC/MS	EPA 8270D	1,2,4-Trichlorobenzene
GC/MS	EPA 8270D	1,2-Dichlorobenzene
GC/MS	EPA 8270D	1,3-Dichlorobenzene
GC/MS	EPA 8270D	1,4-Dichlorobenzene
GC/MS	EPA 8270D	1,4-Dioxane
GC/MS	EPA 8270D	1-Methylnaphthalene
GC/MS	EPA 8270D	2,2'-oxybis(1-Chloropropane)
GC/MS	EPA 8270D	2,4,5-Trichlorophenol
GC/MS	EPA 8270D	2,4,6-Trichlorophenol
GC/MS	EPA 8270D	2,4-Dichlorophenol
GC/MS	EPA 8270D	2,4-Dimethylphenol
GC/MS	EPA 8270D	2,4-Dinitrophenol
GC/MS	EPA 8270D	2,4-Dinitrotoluene
GC/MS	EPA 8270D	2,6-Dinitrotoluene
GC/MS	EPA 8270D	2-Chloronaphthalene
GC/MS	EPA 8270D	2-Chlorophenol
GC/MS	EPA 8270D	2-Methylnaphthalene
GC/MS	EPA 8270D	2-Methylphenol
GC/MS	EPA 8270D	2-Nitroaniline
GC/MS	EPA 8270D	2-Nitrophenol
GC/MS	EPA 8270D	3,3'-Dichlorobenzidine
GC/MS	EPA 8270D	3-Nitroaniline
GC/MS	EPA 8270D	4,6-Dinitro-2-methylphenol
GC/MS	EPA 8270D	4-Bromophenyl-phenylether
GC/MS	EPA 8270D	4-Chloro-3-methylphenol



Non-Potable Water		
Technology	Method	Analyte
GC/MS	EPA 8270D	4-Chloroaniline
GC/MS	EPA 8270D	4-Chlorophenyl-phenylether
GC/MS	EPA 8270D	4-Methylphenol
GC/MS	EPA 8270D	4-Nitroaniline
GC/MS	EPA 8270D	4-Nitrophenol
GC/MS	EPA 8270D	Acenaphthene
GC/MS	EPA 8270D	Acenaphthylene
GC/MS	EPA 8270D	Aniline
GC/MS	EPA 8270D	Anthracene
GC/MS	EPA 8270D	Atrazine
GC/MS	EPA 8270D	Azobenzene
GC/MS	EPA 8270D	Benzidine
GC/MS	EPA 8270D	Benzyl Alcohol
GC/MS	EPA 8270D	Benzo(a)anthracene
GC/MS	EPA 8270D	Benzo(a)pyrene
GC/MS	EPA 8270D	Benzo(b)fluoranthene
GC/MS	EPA 8270D	Benzo(g,h,i)perylene
GC/MS	EPA 8270D	Benzo(k)fluoranthene
GC/MS	EPA 8270D	Bis(2-chloroethoxy)methane
GC/MS	EPA 8270D	Bis(2-chloroethyl)ether
GC/MS	EPA 8270D	Bis(2-ethylhexyl)phthalate
GC/MS	EPA 8270D	Butylbenzylphthalate
GC/MS	EPA 8270D	Carbazole
GC/MS	EPA 8270D	Chrysene
GC/MS	EPA 8270D	Di-n-butylphthalate
GC/MS	EPA 8270D	Dibenzofuran
GC/MS	EPA 8270D	Diethylphthalate
GC/MS	EPA 8270D	Dimethylphthalate
GC/MS	EPA 8270D	Di-n-octylphthalate
GC/MS	EPA 8270D	Dibenzo(a,h)anthracene
GC/MS	EPA 8270D	Fluoranthene
GC/MS	EPA 8270D	Fluorene
GC/MS	EPA 8270D	Hexachlorobenzene
GC/MS	EPA 8270D	Hexachlorobutadiene
GC/MS	EPA 8270D	Hexachlorocyclopentadiene



Non-Potable Water		
Technology	Method	Analyte
GC/MS	EPA 8270D	Hexachloroethane
GC/MS	EPA 8270D	Indeno(1,2,3-cd)pyrene
GC/MS	EPA 8270D	Isophorone
GC/MS	EPA 8270D	N-Nitroso-di-n-propylamine
GC/MS	EPA 8270D	Nitrobenzene
GC/MS	EPA 8270D	Pentachlorophenol
GC/MS	EPA 8270D	N-Nitrosodimethylamine
GC/MS	EPA 8270D	N-Nitrosodiphenylamine
GC/MS	EPA 8270D	Naphthalene
GC/MS	EPA 8270D	Phenanthrene
GC/MS	EPA 8270D	Phenol
GC/MS	EPA 8270D	Pyrene
GC/MS	EPA 8270D	Pyridine
GC/ECD	EPA 8011	1,2-Dibromoethane (EDB)
GC/ECD	EPA 8011	1,2-Dibromo-3-chloropropane (DBCP)
GC/ECD	EPA 8081B	4,4'-DDD
GC/ECD	EPA 8081B	4,4'-DDE
GC/ECD	EPA 8081B	4,4'-DDT
GC/ECD	EPA 8081B	Aldrin
GC/ECD	EPA 8081B	alpha-BHC
GC/ECD	EPA 8081B	alpha-Chlordane
GC/ECD	EPA 8081B	beta-BHC
GC/ECD	EPA 8081B	delta-BHC
GC/ECD	EPA 8081B	Dieldrin
GC/ECD	EPA 8081B	Endosulfan I
GC/ECD	EPA 8081B	Endosulfan II
GC/ECD	EPA 8081B	Endosulfan sulfate
GC/ECD	EPA 8081B	Endrin
GC/ECD	EPA 8081B	Endrin aldehyde
GC/ECD	EPA 8081B	Endrin ketone
GC/ECD	EPA 8081B	gamma-BHC (Lindane)
GC/ECD	EPA 8081B	gamma-Chlordane
GC/ECD	EPA 8081B	Heptachlor
GC/ECD	EPA 8081B	Heptachlor epoxide
GC/ECD	EPA 8081B	Methoxychlor



Non-Potable Water		
Technology	Method	Analyte
GC/ECD	EPA 8081B	Toxaphene
GC/ECD	EPA 8081B	Chlordane (technical)
GC/ECD	EPA 8082A	2,2',4,5,5'-Pentachlorobiphenyl
GC/ECD	EPA 8082A	2,3,3',4,4'-Pentachlorobiphenyl
GC/ECD	EPA 8082A	2,3,4,4',5-Pentachlorobiphenyl
GC/ECD	EPA 8082A	2,3',4,4',5'-Pentachlorobiphenyl
GC/ECD	EPA 8082A	2,3',4,4',5'-Pentachlorobiphenyl
GC/ECD	EPA 8082A	3,3',4,4',5-Pentachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,3',4,4'-Hexachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,4,4',5'-Hexachlorobiphenyl
GC/ECD	EPA 8082A	2,2',4,4',5,5'-Hexachlorobiphenyl
GC/ECD	EPA 8082A	2,3,3',4,4',5-Hexachlorobiphenyl
GC/ECD	EPA 8082A	2,3,3',4,4',5'-Hexachlorobiphenyl
GC/ECD	EPA 8082A	2,3',4,4',5-Pentachlorobiphenyl
GC/ECD	EPA 8082A	3,3',4,4',5,5'-Hexachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,3',4,4',5-Heptachlorobiphenyl
GC/ECD	EPA 8082A	2,2',5-Trichlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,4,4',5,5'-Heptachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,4,4',5',6-Heptachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,3',5,6'-Hexachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,4',5,5',6-Heptachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,4,4',6'-Hexachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,3',4,4',5,6-Octachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,3',4,4',5,5',6-Nonachlorobiphenyl
GC/ECD	EPA 8082A	Decachlorobiphenyl
GC/ECD	EPA 8082A	2,4,4'-Trichlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,5'-Tetrachlorobiphenyl
GC/ECD	EPA 8082A	2,2',4,5'-Tetrachlorobiphenyl
GC/ECD	EPA 8082A	2,2',5,5'-Tetrachlorobiphenyl
GC/ECD	EPA 8082A	2,3',4,4'-Tetrachlorobiphenyl
GC/ECD	EPA 8082A	3,3',4,4'-Tetrachlorobiphenyl
GC/ECD	EPA 8082A	2,4'-Dichlorobiphenyl
GC/ECD	EPA 8082A	3,4,4',5-Tetrachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,4,5'-Pentachlorobiphenyl
GC/ECD	EPA 8082A	Aroclor-1016



Non-Potable Water		
Technology	Method	Analyte
GC/ECD	EPA 8082A	Aroclor-1221
GC/ECD	EPA 8082A	Aroclor-1232
GC/ECD	EPA 8082A	Aroclor-1242
GC/ECD	EPA 8082A	Aroclor-1248
GC/ECD	EPA 8082A	Aroclor-1254
GC/ECD	EPA 8082A	Aroclor-1260
GC/ECD	EPA 8082A	Aroclor-1262
GC/ECD	EPA 8082A	Aroclor-1268
GC/MS/SIM	EPA 680Mod	Decachlorobiphenyl
GC/MS/SIM	EPA 680Mod	Dichlorobiphenyl
GC/MS/SIM	EPA 680Mod	Heptachlorobiphenyl
GC/MS/SIM	EPA 680Mod	Hexachlorobiphenyl
GC/MS/SIM	EPA 680Mod	Monochlorobiphenyl
GC/MS/SIM	EPA 680Mod	Nonachlorobiphenyl
GC/MS/SIM	EPA 680Mod	Octachlorobiphenyl
GC/MS/SIM	EPA 680Mod	Pentachlorobiphenyl
GC/MS/SIM	EPA 680Mod	Tetrachlorobiphenyl
GC/MS/SIM	EPA 680Mod	Trichlorobiphenyl
GC/MS/SIM	EPA 680Mod	Total PCBs
GC/ECD	EPA 8151A	2,4,5-T
GC/ECD	EPA 8151A	2,4,5-TP (Silvex)
GC/ECD	EPA 8151A	2,4-D
GC/ECD	EPA 8151A	2,4-DB
GC/ECD	EPA 8151A	Dalapon
GC/ECD	EPA 8151A	Dicamba
GC/ECD	EPA 8151A	Dichlorprop
GC/ECD	EPA 8151A	Dinoseb
GC/ECD	EPA 8151A	MCPA
GC/ECD	EPA 8151A	MCPP
GC/FID	EPA 8015D	Diesel Range Organics
GC/FID	EPA 8015D	Gasoline Range Organics
ICP/AES	EPA 6010C	Aluminum
ICP/AES	EPA 6010C	Antimony
ICP/AES	EPA 6010C	Arsenic
ICP/AES	EPA 6010C	Barium



Non-Potable Water		
Technology	Method	Analyte
ICP/AES	EPA 6010C	Beryllium
ICP/AES	EPA 6010C	Boron
ICP/AES	EPA 6010C	Cadmium
ICP/AES	EPA 6010C	Calcium
ICP/AES	EPA 6010C	Chromium
ICP/AES	EPA 6010C	Cobalt
ICP/AES	EPA 6010C	Copper
ICP/AES	EPA 6010C	Iron
ICP/AES	EPA 6010C	Lead
ICP/AES	EPA 6010C	Magnesium
ICP/AES	EPA 6010C	Manganese
ICP/AES	EPA 6010C	Molybdenum
ICP/AES	EPA 6010C	Nickel
ICP/AES	EPA 6010C	Potassium
ICP/AES	EPA 6010C	Selenium
ICP/AES	EPA 6010C	Silver
ICP/AES	EPA 6010C	Sodium
ICP/AES	EPA 6010C	Thallium
ICP/AES	EPA 6010C	Tin
ICP/AES	EPA 6010C	Vanadium
ICP/AES	EPA 6010C	Zinc
ICP/AES	SM 2340 B-1997	Hardness, Ca/Mg (As CaCO ₃) BY CALCULATION
ICP/MS	EPA 6020A	Aluminum
ICP/MS	EPA 6020A	Antimony
ICP/MS	EPA 6020A	Arsenic
ICP/MS	EPA 6020A	Barium
ICP/MS	EPA 6020A	Beryllium
ICP/MS	EPA 6020A	Cadmium
ICP/MS	EPA 6020A	Calcium
ICP/MS	EPA 6020A	Chromium
ICP/MS	EPA 6020A	Cobalt
ICP/MS	EPA 6020A	Copper
ICP/MS	EPA 6020A	Iron
ICP/MS	EPA 6020A	Lead
ICP/MS	EPA 6020A	Magnesium



Non-Potable Water

Technology	Method	Analyte
ICP/MS	EPA 6020A	Manganese
ICP/MS	EPA 6020A	Nickel
ICP/MS	EPA 6020A	Potassium
ICP/MS	EPA 6020A	Selenium
ICP/MS	EPA 6020A	Silver
ICP/MS	EPA 6020A	Sodium
ICP/MS	EPA 6020A	Thallium
ICP/MS	EPA 6020A	Vanadium
ICP/MS	EPA 6020A	Zinc
CVAA	EPA 7470A	Mercury
FIA	EPA 9012B	Total Cyanide
IC	EPA 9056A	Bromide
IC	EPA 9056A	Chloride
IC	EPA 9056A	Fluoride
IC	EPA 9056A	Nitrogen, Nitrate (As N)
IC	EPA 9056A	Nitrogen, Nitrite (As N)
IC	EPA 9056A	ortho-Phosphate (As P)
UV/VIS	SM 4500 P B(5)+E _1999	Total Phosphorus
IC	EPA 9056A	Sulfate
IC	EPA 300.0 mod.	Acetic Acid
IC	EPA 300.0 mod.	Butyric Acid
IC	EPA 300.0 mod.	Lactic Acid
IC	EPA 300.0 mod.	Propionic Acid
IC	EPA 300.0 mod.	Pyruvic Acid
UV/VIS	SM 4500 S2- D _2000	Sulfide
combustion/IR	EPA 9060A	Organic Carbon, Total
UV/VIS	SM 3500 Cr B _2009	Chromium, Hexavalent
Pensky-Marten	EPA 1010A	Ignitability
pH meter	SM 4500 H+B _2000	pH
Titration	SM 2320 B _1997	Alkalinity, Total (As CaCO ₃)
Gravimetric	SM 2540 C _1997	Total Dissolved Solids
Gravimetric	SM 2540 D _1997	Total Suspended Solids
Gravimetric	EPA 1664A	Oil & Grease, Total Recoverable
Conductivity Meter	EPA 120.1	Specific Conductance
UV/VIS	SM 5220 D _1997	Chemical Oxygen Demand

Non-Potable Water		
Technology	Method	Analyte
UV/VIS	SM 3500 Fe B _1997	Ferrous Iron
GC/FID	RSK-175	Ethane
GC/FID	RSK-175	Ethene
GC/FID	RSK-175	Methane
Preparation	Method	Type
Organic Preparation	EPA 3510C	Separatory Funnel
Organic Preparation	EPA 3520C	Continuous Liquid Liquid
Inorganic Preparation	EPA 3005A	Hotblock
Inorganic Preparation	EPA 3010A	Hotblock
Volatile Organic Preparation	EPA 5030B	Purge and Trap
Organic Extract Cleanup	EPA 3660B	Sulfur cleanup
Organic Extract Cleanup	EPA 3665A	Acid cleanup

Solid and Chemical Waste		
Technology	Method	Analyte
CVAA	EPA 7471B	Mercury
FIA	EPA 9012B	Total Cyanide
Titration	WALKLEY BLACK	Organic Carbon, Total
Combustion/IR	EPA 9060A	Organic Carbon, Total
Combustion/IR	Lloyd Kahn	Organic Carbon, Total
UV/VIS	EPA 7196A	Chromium, Hexavalent
Oven	ASTM D2216	Percent moisture
pH meter	EPA 9045D	pH
ICP/AES	EPA 6010C	Aluminum
ICP/AES	EPA 6010C	Antimony
ICP/AES	EPA 6010C	Arsenic
ICP/AES	EPA 6010C	Barium
ICP/AES	EPA 6010C	Beryllium
ICP/AES	EPA 6010C	Boron
ICP/AES	EPA 6010C	Cadmium
ICP/AES	EPA 6010C	Calcium
ICP/AES	EPA 6010C	Chromium
ICP/AES	EPA 6010C	Cobalt



Solid and Chemical Waste

Technology	Method	Analyte
ICP/AES	EPA 6010C	Copper
ICP/AES	EPA 6010C	Iron
ICP/AES	EPA 6010C	Lead
ICP/AES	EPA 6010C	Magnesium
ICP/AES	EPA 6010C	Manganese
ICP/AES	EPA 6010C	Molybdenum
ICP/AES	EPA 6010C	Nickel
ICP/AES	EPA 6010C	Potassium
ICP/AES	EPA 6010C	Selenium
ICP/AES	EPA 6010C	Silver
ICP/AES	EPA 6010C	Sodium
ICP/AES	EPA 6010C	Thallium
ICP/AES	EPA 6010C	Tin
ICP/AES	EPA 6010C	Vanadium
ICP/AES	EPA 6010C	Zinc
ICP/MS	EPA 6020A	Aluminum
ICP/MS	EPA 6020A	Antimony
ICP/MS	EPA 6020A	Arsenic
ICP/MS	EPA 6020A	Barium
ICP/MS	EPA 6020A	Beryllium
ICP/MS	EPA 6020A	Cadmium
ICP/MS	EPA 6020A	Calcium
ICP/MS	EPA 6020A	Chromium
ICP/MS	EPA 6020A	Cobalt
ICP/MS	EPA 6020A	Copper
ICP/MS	EPA 6020A	Iron
ICP/MS	EPA 6020A	Lead
ICP/MS	EPA 6020A	Magnesium
ICP/MS	EPA 6020A	Manganese
ICP/MS	EPA 6020A	Nickel
ICP/MS	EPA 6020A	Potassium
ICP/MS	EPA 6020A	Selenium
ICP/MS	EPA 6020A	Silver
ICP/MS	EPA 6020A	Sodium



Solid and Chemical Waste		
Technology	Method	Analyte
ICP/MS	EPA 6020A	Thallium
ICP/MS	EPA 6020A	Vanadium
ICP/MS	EPA 6020A	Zinc
GC/FID	EPA 8015D	Diesel Range Organics
GC/FID	EPA 8015D	Gasoline Range Organics
GC/ECD	EPA 8082A	Aroclor-1016
GC/ECD	EPA 8082A	Aroclor-1221
GC/ECD	EPA 8082A	Aroclor-1232
GC/ECD	EPA 8082A	Aroclor-1242
GC/ECD	EPA 8082A	Aroclor-1248
GC/ECD	EPA 8082A	Aroclor-1254
GC/ECD	EPA 8082A	Aroclor-1260
GC/ECD	EPA 8082A	Aroclor-1262
GC/ECD	EPA 8082A	Aroclor-1268
GC/ECD	EPA 8082A	2,2',4,5,5'-Pentachlorobiphenyl
GC/ECD	EPA 8082A	2,3,3',4,4'-Pentachlorobiphenyl
GC/ECD	EPA 8082A	2,3,4,4',5-Pentachlorobiphenyl
GC/ECD	EPA 8082A	2,3',4,4',5'-Pentachlorobiphenyl
GC/ECD	EPA 8082A	2,3',4,4',5'-Pentachlorobiphenyl
GC/ECD	EPA 8082A	3,3',4,4',5-Pentachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,3',4,4'-Hexachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,4,4',5'-Hexachlorobiphenyl
GC/ECD	EPA 8082A	2,2',4,4',5,5'-Hexachlorobiphenyl
GC/ECD	EPA 8082A	2,3,3',4,4',5-Hexachlorobiphenyl
GC/ECD	EPA 8082A	2,3,3',4,4',5'-Hexachlorobiphenyl
GC/ECD	EPA 8082A	2,3',4,4',5-Pentachlorobiphenyl
GC/ECD	EPA 8082A	3,3',4,4',5,5'-Hexachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,3',4,4',5-Heptachlorobiphenyl
GC/ECD	EPA 8082A	2,2',5-Trichlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,4,4',5,5'-Heptachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,4,4',5',6-Heptachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,3',5,6'-Hexachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,4',5,5',6-Heptachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,4,4',6'-Hexachlorobiphenyl



Solid and Chemical Waste		
Technology	Method	Analyte
GC/ECD	EPA 8082A	2,2',3,3',4,4',5,6-Octachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,3',4,4',5,5',6-Nonachlorobiphenyl
GC/ECD	EPA 8082A	Decachlorobiphenyl
GC/ECD	EPA 8082A	2,4,4'-Trichlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,5'-Tetrachlorobiphenyl
GC/ECD	EPA 8082A	2,2',4,5'-Tetrachlorobiphenyl
GC/ECD	EPA 8082A	2,2',5,5'-Tetrachlorobiphenyl
GC/ECD	EPA 8082A	2,3',4,4'-Tetrachlorobiphenyl
GC/ECD	EPA 8082A	3,3',4,4'-Tetrachlorobiphenyl
GC/ECD	EPA 8082A	2,4'-Dichlorobiphenyl
GC/ECD	EPA 8082A	3,4,4',5-Tetrachlorobiphenyl
GC/ECD	EPA 8082A	2,2',3,4,5'-Pentachlorobiphenyl
GC/MS/SIM	EPA 680Mod	Decachlorobiphenyl
GC/MS/SIM	EPA 680Mod	Dichlorobiphenyl
GC/MS/SIM	EPA 680Mod	Heptachlorobiphenyl
GC/MS/SIM	EPA 680Mod	Hexachlorobiphenyl
GC/MS/SIM	EPA 680Mod	Monochlorobiphenyl
GC/MS/SIM	EPA 680Mod	Nonachlorobiphenyl
GC/MS/SIM	EPA 680Mod	Octachlorobiphenyl
GC/MS/SIM	EPA 680Mod	Pentachlorobiphenyl
GC/MS/SIM	EPA 680Mod	Tetrachlorobiphenyl
GC/MS/SIM	EPA 680Mod	Trichlorobiphenyl
GC/MS/SIM	EPA 680Mod	Total PCBs
GC/ECD	EPA 8081B	4,4'-DDD
GC/ECD	EPA 8081B	4,4'-DDE
GC/ECD	EPA 8081B	4,4'-DDT
GC/ECD	EPA 8081B	Aldrin
GC/ECD	EPA 8081B	alpha-BHC
GC/ECD	EPA 8081B	alpha-Chlordane
GC/ECD	EPA 8081B	beta-BHC
GC/ECD	EPA 8081B	delta-BHC
GC/ECD	EPA 8081B	Dieldrin
GC/ECD	EPA 8081B	Endosulfan I
GC/ECD	EPA 8081B	Endosulfan II



Solid and Chemical Waste		
Technology	Method	Analyte
GC/ECD	EPA 8081B	Endosulfan sulfate
GC/ECD	EPA 8081B	Endrin
GC/ECD	EPA 8081B	Endrin aldehyde
GC/ECD	EPA 8081B	Endrin ketone
GC/ECD	EPA 8081B	gamma-BHC (Lindane)
GC/ECD	EPA 8081B	gamma-Chlordane
GC/ECD	EPA 8081B	Heptachlor
GC/ECD	EPA 8081B	Heptachlor epoxide
GC/ECD	EPA 8081B	Methoxychlor
GC/ECD	EPA 8081B	Toxaphene
GC/ECD	EPA 8081B	Chlordane (technical)
GC/MS	EPA 8260C	1,1,1,2-Tetrachloroethane
GC/MS	EPA 8260C	1,1,1-Trichloroethane
GC/MS	EPA 8260C	1,1,2,2-Tetrachloroethane
GC/MS	EPA 8260C	1,1,2-Trichloro-1,2,2-trifluoroethane
GC/MS	EPA 8260C	1,1,2-Trichloroethane
GC/MS	EPA 8260C	1,1-Dichloroethane
GC/MS	EPA 8260C	1,1-Dichloroethene
GC/MS	EPA 8260C	1,1-Dichloropropene
GC/MS	EPA 8260C	1,2,3-Trichlorobenzene
GC/MS	EPA 8260C	1,2,3-Trichloropropane
GC/MS	EPA 8260C	1,2,4-Trichlorobenzene
GC/MS	EPA 8260C	1,2,4-Trimethylbenzene
GC/MS	EPA 8260C	1,2-Dibromo-3-chloropropane
GC/MS	EPA 8260C	1,2-Dibromoethane
GC/MS	EPA 8260C	1,2-Dichlorobenzene
GC/MS	EPA 8260C	1,2-Dichloroethane
GC/MS	EPA 8260C	1,2-Dichloropropane
GC/MS	EPA 8260C	1,3,5-Trimethylbenzene
GC/MS	EPA 8260C	1,3-Dichlorobenzene
GC/MS	EPA 8260C	1,3-Dichloropropane
GC/MS	EPA 8260C	1,4-Dichlorobenzene
GC/MS	EPA 8260C	1,4-Dioxane
GC/MS	EPA 8260C	1-Chlorohexane



Solid and Chemical Waste		
Technology	Method	Analyte
GC/MS	EPA 8260C	2,2-Dichloropropane
GC/MS	EPA 8260C	2-Butanone
GC/MS	EPA 8260C	2-Chlorotoluene
GC/MS	EPA 8260C	2-Hexanone
GC/MS	EPA 8260C	4-Chlorotoluene
GC/MS	EPA 8260C	4-Isopropyltoluene
GC/MS	EPA 8260C	4-Methyl-2-pentanone
GC/MS	EPA 8260C	Acetone
GC/MS	EPA 8260C	Acetonitrile
GC/MS	EPA 8260C	Acrolein
GC/MS	EPA 8260C	Acrylonitrile
GC/MS	EPA 8260C	Allyl Chloride
GC/MS	EPA 8260C	Benzene
GC/MS	EPA 8260C	Bromobenzene
GC/MS	EPA 8260C	Bromochloromethane
GC/MS	EPA 8260C	Bromodichloromethane
GC/MS	EPA 8260C	Bromoform
GC/MS	EPA 8260C	Bromomethane
GC/MS	EPA 8260C	Carbon disulfide
GC/MS	EPA 8260C	Carbon tetrachloride
GC/MS	EPA 8260C	Chlorobenzene
GC/MS	EPA 8260C	Chloroethane
GC/MS	EPA 8260C	Chloroform
GC/MS	EPA 8260C	Chloromethane
GC/MS	EPA 8260C	cis-1,2-Dichloroethene
GC/MS	EPA 8260C	cis-1,3-Dichloropropene
GC/MS	EPA 8260C	Cyclohexane
GC/MS	EPA 8260C	Dibromochloromethane
GC/MS	EPA 8260C	Dibromomethane
GC/MS	EPA 8260C	Dichlorodifluoromethane
GC/MS	EPA 8260C	Diethyl Ether
GC/MS	EPA 8260C	Diisopropyl ether
GC/MS	EPA 8260C	Ethanol
GC/MS	EPA 8260C	Ethylbenzene



Solid and Chemical Waste		
Technology	Method	Analyte
GC/MS	EPA 8260C	Ethyl methacrylate
GC/MS	EPA 8260C	Ethyl tert-butyl ether
GC/MS	EPA 8260C	Hexachlorobutadiene
GC/MS	EPA 8260C	Hexachloroethane
GC/MS	EPA 8260C	Iodomethane
GC/MS	EPA 8260C	Isobutyl alcohol
GC/MS	EPA 8260C	Isopropylbenzene
GC/MS	EPA 8260C	m,p-Xylene
GC/MS	EPA 8260C	Methacrylonitrile
GC/MS	EPA 8260C	Methyl acetate
GC/MS	EPA 8260C	Methylcyclohexane
GC/MS	EPA 8260C	Methyl methacrylate
GC/MS	EPA 8260C	Methyl tert-butyl ether
GC/MS	EPA 8260C	Methylene chloride
GC/MS	EPA 8260C	n-Butylbenzene
GC/MS	EPA 8260C	n-Propylbenzene
GC/MS	EPA 8260C	Naphthalene
GC/MS	EPA 8260C	o-Xylene
GC/MS	EPA 8260C	Propionitrile
GC/MS	EPA 8260C	sec-Butylbenzene
GC/MS	EPA 8260C	Styrene
GC/MS	EPA 8260C	tert-Amyl Methyl ether
GC/MS	EPA 8260C	tert-Butyl alcohol
GC/MS	EPA 8260C	tert-Butylbenzene
GC/MS	EPA 8260C	Tetrachloroethene
GC/MS	EPA 8260C	Tetrahydrofuran
GC/MS	EPA 8260C	Toluene
GC/MS	EPA 8260C	trans-1,2-Dichloroethene
GC/MS	EPA 8260C	trans-1,3-Dichloropropene
GC/MS	EPA 8260C	trans-1,4-Dichloro-2-butene
GC/MS	EPA 8260C	Trichloroethene
GC/MS	EPA 8260C	Trichlorofluoromethane
GC/MS	EPA 8260C	Vinyl acetate
GC/MS	EPA 8260C	Vinyl chloride



Solid and Chemical Waste		
Technology	Method	Analyte
GC/MS	EPA 8260C	Xylene (Total)
GC/MS	EPA 8270D	Acetophenone
GC/MS	EPA 8270D	Benzaldehyde
GC/MS	EPA 8270D	Caprolactam
GC/MS	EPA 8270D	1,1'-Biphenyl
GC/MS	EPA 8270D	1,2,4,5-Tetrachlorobenzene
GC/MS	EPA 8270D	2,3,4,6-Tetrachlorophenol
GC/MS	EPA 8270D	1,4-Dioxane
GC/MS	EPA 8270D	1,2,4-Trichlorobenzene
GC/MS	EPA 8270D	1,2-Dichlorobenzene
GC/MS	EPA 8270D	1,3-Dichlorobenzene
GC/MS	EPA 8270D	1,4-Dichlorobenzene
GC/MS	EPA 8270D	1-Methylnaphthalene
GC/MS	EPA 8270D	2,2'-oxybis (1-Chloropropane)
GC/MS	EPA 8270D	2,4,5-Trichlorophenol
GC/MS	EPA 8270D	2,4,6-Trichlorophenol
GC/MS	EPA 8270D	2,4-Dichlorophenol
GC/MS	EPA 8270D	2,4-Dimethylphenol
GC/MS	EPA 8270D	2,4-Dinitrophenol
GC/MS	EPA 8270D	2,4-Dinitrotoluene
GC/MS	EPA 8270D	2,6-Dinitrotoluene
GC/MS	EPA 8270D	2-Chloronaphthalene
GC/MS	EPA 8270D	2-Chlorophenol
GC/MS	EPA 8270D	2-Methylnaphthalene
GC/MS	EPA 8270D	2-Methylphenol
GC/MS	EPA 8270D	2-Nitroaniline
GC/MS	EPA 8270D	2-Nitrophenol
GC/MS	EPA 8270D	3,3'-Dichlorobenzidine
GC/MS	EPA 8270D	3-Nitroaniline
GC/MS	EPA 8270D	4,6-Dinitro-2-methylphenol
GC/MS	EPA 8270D	4-Bromophenyl-phenylether
GC/MS	EPA 8270D	4-Chloro-3-methylphenol
GC/MS	EPA 8270D	4-Chloroaniline
GC/MS	EPA 8270D	4-Chlorophenyl-phenylether



Solid and Chemical Waste		
Technology	Method	Analyte
GC/MS	EPA 8270D	4-Methylphenol
GC/MS	EPA 8270D	4-Nitroaniline
GC/MS	EPA 8270D	4-Nitrophenol
GC/MS	EPA 8270D	Acenaphthene
GC/MS	EPA 8270D	Acenaphthylene
GC/MS	EPA 8270D	Aniline
GC/MS	EPA 8270D	Anthracene
GC/MS	EPA 8270D	Atrazine
GC/MS	EPA 8270D	Azobenzene
GC/MS	EPA 8270D	Benzyl Alcohol
GC/MS	EPA 8270D	Benzo(a)anthracene
GC/MS	EPA 8270D	Benzo(a)pyrene
GC/MS	EPA 8270D	Benzo(b)fluoranthene
GC/MS	EPA 8270D	Benzo(g,h,i)perylene
GC/MS	EPA 8270D	Benzo(k)fluoranthene
GC/MS	EPA 8270D	Bis(2-chloroethoxy)methane
GC/MS	EPA 8270D	Bis(2-chloroethyl)ether
GC/MS	EPA 8270D	Bis(2-ethylhexyl)phthalate
GC/MS	EPA 8270D	Butylbenzylphthalate
GC/MS	EPA 8270D	Carbazole
GC/MS	EPA 8270D	Chrysene
GC/MS	EPA 8270D	Di-n-butylphthalate
GC/MS	EPA 8270D	Dibenzofuran
GC/MS	EPA 8270D	Diethylphthalate
GC/MS	EPA 8270D	Dimethylphthalate
GC/MS	EPA 8270D	Di-n-octylphthalate
GC/MS	EPA 8270D	Dibenzo(a,h)anthracene
GC/MS	EPA 8270D	Fluoranthene
GC/MS	EPA 8270D	Fluorene
GC/MS	EPA 8270D	Hexachlorobenzene
GC/MS	EPA 8270D	Hexachlorobutadiene
GC/MS	EPA 8270D	Hexachlorocyclopentadiene
GC/MS	EPA 8270D	Hexachloroethane
GC/MS	EPA 8270D	Indeno(1,2,3-cd)pyrene



Solid and Chemical Waste		
Technology	Method	Analyte
GC/MS	EPA 8270D	Isophorone
GC/MS	EPA 8270D	N-Nitroso-di-n-propylamine
GC/MS	EPA 8270D	Nitrobenzene
GC/MS	EPA 8270D	Pentachlorophenol
GC/MS	EPA 8270D	N-Nitrosodimethylamine
GC/MS	EPA 8270D	N-Nitrosodiphenylamine
GC/MS	EPA 8270D	Naphthalene
GC/MS	EPA 8270D	Phenanthrene
GC/MS	EPA 8270D	Phenol
GC/MS	EPA 8270D	Pyrene
GC/ECD	EPA 8151A	2,4,5-T
GC/ECD	EPA 8151A	2,4,5-TP (Silvex)
GC/ECD	EPA 8151A	2,4-D
GC/ECD	EPA 8151A	2,4-DB
GC/ECD	EPA 8151A	Dalapon
GC/ECD	EPA 8151A	Dicamba
GC/ECD	EPA 8151A	Dichlorprop
GC/ECD	EPA 8151A	Dinoseb
GC/ECD	EPA 8151A	MCPA
GC/ECD	EPA 8151A	MCPP
UV/VIS	EPA 9031 Mod	Extractable Sulfides
Preparation	Method	Type
Organic Preparation	EPA 3550B	Sonication
Inorganics Preparation	EPA 3050B	Hotblock
Organic Preparation	EPA 3545	Pressurized Fluid
Organic Preparation	EPA 3540C	Soxhlet
Volatile Organics Preparation	EPA 5035A	Closed System Purge and Trap
Inorganics Preparation	EPA 3060A	Alkaline Digestion
Preparation	EPA 1311	Toxicity Characteristic Leaching Procedure
Preparation	ASTM D3987	Shake ext of solid waste with water
Organic Extract Cleanup	EPA 3660B	Sulfur cleanup
Organic Extract Cleanup	EPA 3665A	Acid cleanup



Notes:

- 1) This laboratory offers commercial testing service.

Approved by: _____

A handwritten signature in black ink, appearing to read 'R. Douglas Leonard', written over a horizontal line.

R. Douglas Leonard
Chief Technical Officer

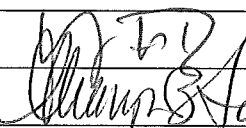
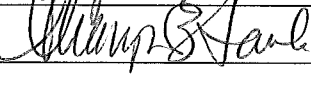
Date: February 10, 2014

Determination of Metals in Water and Soil by Inductively Coupled Argon Plasma Atomic Emission Spectrometry using Method SW846 6010C

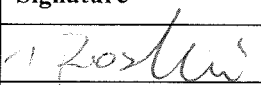


Contents SOP NO. 100.0111

1. Procedure Document	X
2. Training Document	N/A
3. Process Overview	X
4. Validation Document	N/A

Procedure Signatures

Title:	Signature	Date
Laboratory Director/Technical Director		12/28/10
Quality Assurance Director		12/28/10
Laboratory/Quality Designee		

Procedure Reviews

Signature	Title	Date	Signature	Title	Date
	^{SR} Analyst	3/31/11			
	Supervisor	8/8/12			
	QA	11/30/13			

Revision Record

Revision Date	Revision Description	Comments	Initials
2/11/08	Section 7.5.9 LDR standards, lab name	Revised	SBL
4/3/08	Draft 6010C to final update IV edits. Removal of upper range determination stds per 6010 method clarification.	Removed letters of prep methods so future versions will not req. updates to this SOP.	SBL
6/24/08	Edit volume of LCS spike: rounding error for many years.	0.45ml to 455uL, 0.045mL to 45.5 uL	SBL
11/7/08	Edited some numbering, bulleting, references to LIMS conc, MDLs	Correlation coefficient, low ICV,	SBL
2/03/09	Changed low level ICV requirement	Full	SBL
11/24/09	QSM4.1 added	Minor	SBL
12/22/10	Frequency of LRA, ICSA/B, and IEC, include LLQC, and a few std prep corrections plus IS per Tom Sawyer	Full rev	SBL
03/31/11	Add B, Mo and Sn info for stnds	Minor rev	SBL
04/08/11	Edited Yttrium to Lutetium as IS	Minor rev	SBL
12/11/13	DoD clarification for MB, SD	Minor rev	SBL

Procedure Superseded By _____ Date: _____

Procedure Discontinued By: _____ Date: _____

Procedure Archived By: _____ Date: _____

**MITKEM LABORATORIES,
A Division of Spectrum Analytical, Inc.**

STANDARD OPERATING PROCEDURE

for

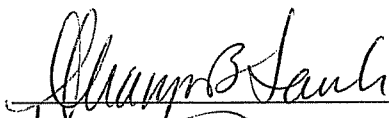
**Determination of Metals in Water and Soil
by Inductively Coupled Argon Plasma Atomic Emission Spectrometry
using Method SW846 6010C**

Rev. 13

Signature

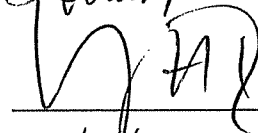
Date

QA Director:



12/28/10

Lab Director:



12/28/10

Effective Date:

1/4/2011

MITKEM LABORATORIES,
A Division of Spectrum Analytical, Inc.

STANDARD OPERATING PROCEDURE

for

**Determination of Metals in Water and Soil
by Inductively Coupled Argon Plasma Atomic Emission Spectrometry
using Method SW846 6010C
Rev. 13**

1. Scope and Application

This SOP describes the procedures applicable to the analysis of the elements listed in **Attachment 1**. All matrices, including ground water, aqueous samples, TCLP and EP extracts, industrial and organic wastes, soils, sludges, sediments, and other solid wastes, require digestion prior to analysis. **Section 8.1** provides the Method references for sample digestion procedures. See **LIMS Test Information/ Test/Limits** for analytes and their associated MDL/PQLs.

2. Personnel Qualifications and Responsibilities

Personnel must be qualified according to the requirements of their job descriptions and trained for this procedure prior to analyzing samples. **Analysts and technicians** are responsible for performing analyses in accordance with the SOP and documenting any variations in the protocol. **Supervisors/Managers** are responsible for ensuring that SOPs are accurate and up-to-date, and that they are implemented appropriately. **Supervisors/Managers** review the logbooks and data generated from this procedure and approve all reported results.

3. Summary of Procedure

3.1 Prior to analysis, samples must be digested using appropriate sample preparation methods.

3.2 The method measures element specific emitted light by optical spectrometry. The samples are nebulized and the resulting aerosol is transported to the plasma torch. The metals pass through the hot zone of the plasma, where they take up energy. Subsequently the metals pass through the cold zone (relatively) of the plasma where they give up the excess energy at element specific wavelength. The spectra are dispersed by a grating spectrometer, and the intensity of the emitted light is measured by a solid state photomultiplier. Background correction is required for trace element determination. The position selected for the background-intensity measurement, on either or both sides of the analytical line, will be determined by the complexity of the spectrum adjacent to the

analyte line. The position used must be free of spectral interferences and reflect the same change in background intensity as occurs at the analyte wavelength measured.

4. Sample Preservation, Containers, Handling, and Storage

- 4.1 Samples are collected by the client and submitted for analysis in pre-cleaned sample containers provided by the laboratory. For metals analysis by Method 6010C, water samples are collected in 500 ml plastic containers and preserved (acidified) with nitric acid to a pH of less than 2. Soils are collected in 8-ounce glass containers. Sample volume requirements depend upon the number of different preparation procedures necessary for the analyses requested. Additional sample volume may also be required for the analysis of laboratory QC samples.
- 4.2 Soil samples are stored at $4^{\circ}\text{C} \pm 2^{\circ}\text{C}$ until analyzed.
- 4.3 Sample holding time for metals analysis by method 6010C is 180 days from the date of sample collection for both water and soil.

5. Interferences and Potential Problems

Several types of interference effects may contribute to inaccuracies in the determination of an analyte by ICAP-AES.

- 5.1 Spectral interferences - Can be categorized as (1) overlap of a spectral line from another element; (2) unresolved overlap of molecular band spectra; (3) background contribution from continuous or recombination phenomena. The first of these can be compensated for by utilizing a computer correction of raw data, requiring monitoring and measurement of the interfering element. The second effect may require selection of an alternative wavelength. In addition one could select an alternate wavelength where interference is minimal or absent. The 4300DV and the 3100XL used at Mitkem have many spectral lines from which to choose. The third effect can usually be compensated by a background correction adjacent to the analyte line.
- 5.2 Physical interferences are effects associated with the sample nebulization and transport processes. Changes in viscosity and surface tension can cause significant inaccuracies, especially in samples containing high dissolved salts or high acid concentrations. If physical interferences are present, they must be reduced by such means as a high-salts nebulizer, diluting the sample, using a peristaltic pump, or using an appropriate internal standard element. Another problem that can occur with high dissolved salts is a salt buildup at the tip of the nebulizer, which affects aerosol flow rate and causes instrumental drift. This problem can be controlled by a high-salts nebulizer, wetting the argon prior to nebulization, using a tip washer, or by diluting the samples. A mass flow controller is used to control the argon gas flow rate.
- 5.3 Chemical interferences include molecular-compound formation, ionization effects, and solute-vaporization effects. These effects can be minimized by careful selection of

operating conditions, by buffering of the sample, by matrix matching, and by standard-addition procedures.

- 5.4 Memory interferences result when analytes in a previous sample contribute to the signals measured in a new sample. Memory effects can result from sample deposition on the uptake tubing to the nebulizer or from the buildup of sample material in the plasma torch and spray chamber. The site where these effects occur is dependent on the element and can be minimized by flushing the system with the rinse solution between samples. This method requires a rinse period of at least 60 seconds between samples and standards. If memory interference is suspected, the sample must be reanalyzed using a longer rinse period.
- 5.5 Physical, chemical and spectral interferences are primarily attributed to the sample matrix. If interference caused by a particular sample matrix is known, in many cases it can be circumvented. However, when the nature of the sample is unknown, following tests can be used to ensure the analyst that neither positive nor negative interference effects are operative on any of the analyte elements thereby distorting the accuracy of the reported values.
- 5.5.1 Dilution Test -If the analyte concentration is sufficiently high (minimally a factor of 10x above the method detection limit (MDL)), an analysis of a 1:5 dilution should agree within $\pm 10\%$ of the original determination. If not, a chemical or physical interference effect could be suspected.
- 5.5.2 Post Digestion Spike Addition - If the matrix spike (pre-digestion) recovery falls outside of the control limits (75% - 125%), matrix interference is suggested. In this case an analyte spike is added to a portion of a prepared sample or its dilution at a level just below the mid-point of the calibration curve. Post digestion spikes should be recovered to within 80% - 120% of the known value. If not, a matrix effect should be suspected.
- 5.5.3 Comparison with alternative method analysis-when investigating a sample matrix, comparison tests may be performed with other analytical techniques, such as atomic absorption spectrometry, or ICP-mass spectrometry. This should only be done after consultation with the client.
- 5.5.4 Internal Standard Addition technique can be used (Also refer to Section 4.4.2 of Method 6010C). Internal Standard correction is used to minimize the impact of system wide fluctuations in intensity resulting from diverse external factors such as temperature change, sample introduction changes and plasma conditions.
- Internal standard intensities in each sample and standard are reported as a percentage of the intensity measured in the calibration blank (S0). Although there are no required internal standard recoveries, we would remark in the case narrative if standard recoveries are outside of a +/- 50% window.

Depending on sample matrix issues one of the following metals could be used as the internal standard: Yttrium, Lutetium or Indium. The internal standard is prepared at 5ppm in a solution of 1% HNO₃:1.5% HCl. The element chosen for use is highly dependent on the fact that batch samples may naturally contain these same elements. This can create bias with regards to concentration measurement. The option to not use the internal standard for concentration calculations is always available.

Internal standard is mixed into each sample and standard prior to measurement using a mixing block (Perkin Elmer, Cat# B0507962).

The sample is introduced into the mixing block using 0.76mmID (black-black) PVC tubing and the internal standard is introduced using 0.51mm ID (orange-yellow) PVC tubing.

6. Equipment and Apparatus

6.1 Inductively coupled argon plasma emission spectrophotometer (ICAP).

The ICAPs used at Mitkem are a Perkin-Elmer Model 4300DV and a 3100XL. The 4300DV is outfitted with an AS-93plus, 157-position autosampler and a high precision, three channel, peristaltic pump. The 3100XL is outfitted with an AS-91, 160-position autosampler and a high precision, three-channel peristaltic pump. Both ICPs have axial viewing capability, as compared to the more traditional radial viewing ICAP. Axial viewing provides greater sensitivity for all elements analyzed. The solid state detector is capable of analyzing at approximately 6000 wavelengths.

The built-in radio-frequency generator is FCC compliant.

The systems are computer controlled through a 32-Bit, Microsoft Windows NT operating system. This system allows for great flexibility in controlling the instrument. The software program used is WinLab 32.

The required high purity argon gas is piped in from a main storage tank that is located in the rear of the building. The gas is stored in liquid form, drawn-off as a gas and then piped into the building for distribution to the instruments. The liquid argon supply is monitored remotely by the supplier, and resupplied on an automatic-delivery basis.

- 6.1.1 Operating conditions - The analyst should follow the instructions provided by the instrument manufacturer. Instrument detection limits, linear dynamic ranges, and interference effects are established for each analyte line used. All measurements must be in the instrument linear range where spectral interference correction factors are valid. The analyst must (1) verify that the instrument configuration and operating conditions satisfy the analytical requirements and (2) maintain quality control data confirming instrument performance and analytical results.

- 6.1.2 Daily emissions of the highest standard for arsenic, copper, lead and selenium are recorded as a means to ensure the plasma is stable before analysis and also to chart potential problems especially with the power tube, sample introduction system, or RF generator. The normal range of the four analytes above are (the unit is intensity generated by instruments):

Optima 2 (3100 XL)	Optima 3 (4300 DV)
As 2,000 - 3,000	As 2,000 - 2,500
Cu 600,000 - 900,000	Cu 400,000 - 600,000
Pb 12,000 - 20,000	Pb 4,000 - 8,000
Se 2,000 - 4,000	Se 1,800 - 2,400

- 6.1.3 For analysis of normal environmental samples use the following standard operating conditions:

Wattage: 1450 – 1500
Argon flow rate (L/min): 15
Nebulizer flow rate (L/min): 0.55
Sample flow rate (mL/min): 2
Rinse time (sec): 60
Read delay (sec): 60

- 6.1.4 For regular day-to-day ICP measurements, the plasma need not be optimized prior to analysis. The plasma needs to be optimized each time a major change occurs in instrument configuration, such as replacement of the torch and/or maintenance, unless response is still within normal ranges. Responses and alignment are routinely checked after torch cleaning or replacement with the analysis of a 1 mg/L Mn solution for axial view calibration and 10 mg/L Mn solution for radial view calibration. “Optimization” is a function of a series of procedures; refer to the Mitkem SOP 100.0006 for additional information on how to perform general maintenance and troubleshooting procedures.

- 6.1.5 To optimize the plasma, follow the instructions in the Optima Software Guide.

6.2 ICAP Instrument Maintenance:

6.2.1 Preventative Maintenance:

- Peristaltic pump tubing will be replaced every 16 hours of instrument time or sooner if memory effects are manifested.
- The plasma torch is cleaned using concentrated HNO₃ when torch and sample injector buildup is noted.
- The spray chamber and nebulizer are cleaned approximately every month as needed. Replacement is done when needed.

- Air filters are cleaned once every two weeks or as needed upon visual inspection.
- The RF coil, window and cone are cleaned every 2-3 weeks.
- The instrument undergoes extensive maintenance by a manufacturer's service engineer as needed.

6.2.2 Troubleshooting:

6.2.2.1 Sudden drop in CCV concentration occurs in a run:

- Check to see that sample introduction system (tubing) has not become disconnected.
- Check to see if a clog has occurred in the sample introduction system.
- Check CCV Standard to ensure it is not empty.
- Check room temperature to see if a fluctuation has occurred.
- Recalibrate and rerun if necessary.

6.2.2.2 CCVs drift up and down:

- Remake the CCV standard.
- Check room temperature to see if a fluctuation has occurred.
- If problem persists, call Perkin-Elmer. The problem is usually indicative of a power tube failure.

6.2.2.3 Plasma goes out during analysis:

- Sample is not reaching spray chamber (tubing came apart or there is a clog)
- High levels of salt in the sample caused plasma temperature changes.
- The sample injector is coated with high salt material and needs to be changed.
- The power tube is going (after all others fail repeatedly) and Perkin-Elmer must be called for service.

6.3 Glassware:

6.3.1 Class A volumetric flasks: 100 mL and 50 mL.

6.3.2 Class A volumetric pipettes:

6.3.3 10-100 μ L adjustable Eppendorf.

6.3.4 100-1000 μ L adjustable Eppendorf.

6.3.5 5mL adjustable Fisher Scientific.

6.3.6 100 μ L and 1mL fixed Wheaton.

6.3.7 10 mL Wheaton ICP tubes.

7. Reagents and Standards

All standard solutions (multi-, and single element), and second source QC solutions are purchased from outside vendors (Perkin-Elmer, AccuStandard, Inorganic Ventures, ERA, and High Purity Standards, Inc.). All these solutions are traceable and meet with Mitkem's high purity requirements. ***Please note that standards and reagents from other vendors could be used as long as the standards are of high purity (>96%0 and traceable to reference materials.*** All standards are labeled as instructed in Mitkem SOP # 80.0001 Standard Preparation, Equivalency and Traceability.

7.1 Hydrochloric acid (conc.), HCl, Trace Grade, Fisher Scientific.

7.2 Nitric acid (conc.), HNO₃, Trace Grade, Fisher Scientific.

7.3 Reagent water (ASTM Type II water). Mitkem's water system consists of a Culligan high volume, 1 Megohm feed water system, combined with a Millipore Milli-Q, four bowl, high purity system. Reagent water is also referred to as DI water.

7.4 Mixed calibration standard solutions. Mixed calibration standards, obtained from High Purity Standards, come in three stock solutions. Calibration standards and QC solutions are made up on a daily basis.

7.4.1 CLP_CAL_1 consists of two solutions:

- CLP_CAL_1B contains silver only.
- CLP_CAL_1A contains all other elements other than antimony, arsenic, cadmium, lead, thallium, and selenium.

7.4.2 CLP_CAL_2 contains antimony only.

7.4.3 CLP_CAL_3 contains arsenic, cadmium, lead, thallium, and selenium.

7.5 Single element standards are also used. Boron, Molybdenum, Titanium and Tin are received as primary standards at 1000mg/L from High Purity.

Please note that the following preparation procedures pertain to the use of the primary stock standards listed. Different preparation schemes are needed if different stocks are used or different final volumes are needed. All standards' preparation is documented in the appropriate Metals Standard Logbook and/or LIMS.

7.6 High standard (**Cal Standard 1**):

- Pipette 1.0mL HNO₃ (conc) and 1.5mL HCl (conc) into a 100mL volumetric flask.
- Pipette 1.0mL each of CLP_CAL_1A & 1B stock solution and 0.1mL each of intermediate CLP_CAL_2 and 3 into the flask.
- Pipette 0.1mL of Titanium stock standard into the flask.
- When required, also pipette 0.5 mL of Boron, 0.2mL of Molybdenum, and 1.0mL of Tin stock standards into the flask. (Or, this standard can also be made alone for a separate calibration mix).
- Bring to volume with DI water.

7.7 Second (middle) standard (**Cal Standard 2**):

- Pipette 5.0mL of a 1% HNO₃ and 1.5% HCl acid mixture into a 10 mL ICP tube.
- Add 5.0mL of the Cal Standard 1.

7.8 Third (low) standard (**Cal Standard 3**):

- Pipette 10mL of 1% HNO₃ and 1.5% HCl solution into a 10 mL ICP tube.
- Withdraw 100µL.
- Add 100µL of Cal Standard 1 and mix well.

7.9 **Second source** ICV/CCV standards (CCV100XCONC, Antimony and Titanium Stock solutions) are obtained from Accustandard.

- Pipette 1.0mL of HNO₃ (conc.) and 1.5mL HCl (conc.) into a 100mL volumetric flask.

- Pipette 1.0mL (for ICV) of CCV100XCONC stock solution into the flask.
- Pipette 0.05mL each of Antimony and Titanium Stock solutions into the flask.
- When required, also pipette 0.25mL of Boron, 0.1mL of Molybdenum and 0.5mL of Tin Stock solutions (AccuStandard) into the flask, or prepare a separate solution of these elements.
- Bring to volume with DI water.
- Transfer the solution to 50mL plastic ICP tubes.
- This standard is prepared as needed (in amounts consistent with the ratios above) usually every 1 – 2 days.

7.10 QC Standards ICSA and ICSB solutions are obtained from High Purity Standards.

ICSAB solution: In addition to the normal element composition of the ICSA solution, sodium, potassium, lead and selenium are added to the ICSAB solution. These stock solutions are also obtained from High Purity Standards.

7.10.1 Pipette 1mL of HNO₃ (conc.) and 1.5mL HCl into a 100mL volumetric flask.

7.10.2 Pipette 1mL of ICSB stock solution (ANALCS-R) into the flask.

7.10.3 Pipette 10mL of ICSA (CLP-INF-1) stock solution into the flask.

7.10.4 Pipette 0.5mL of the sodium/potassium stock solution (INFCS-5) into the flask.

7.10.5 Pipette 1mL of 45mg/L Pb intermediate standard solution into the flask.

7.10.5.1 The intermediate is prepared by adding 4.5mL of Pb at 1000mg/L (#100028-1) up to 100mL with 1% HNO₃ and 1.5% HCL acid solution in a volumetric flask.

7.10.6 Pipette 1mL of 45mg/L Se intermediate solution into the flask.

7.10.6.1 The Selenium intermediate standard is prepared by adding 4.5mL of Se at 1000mg/L (#031) up to 100mL with 1% HNO₃ and 1.5% HCl acid solution in a volumetric flask

7.10.7 Bring to volume with DI water.

7.11 Laboratory control samples (LCS) and Matrix spikes: The LCS standards for soils and waters are obtained from High Purity Standards.

- LCS/Spike standard 1 is prepared by adding 455uL of CLP-CV-1 to the digestion tube.
- LCS/Spike standard 2 and 3 are prepared by adding 45.5uL each of CLP-CV-2 and CLP-CV-3 to the digestion tube.

Concentrations of Calibration Standards and QC Samples can be found in [Attachment 3](#).

7.12 Linear Dynamic Range

The stock linear dynamic range (LDR) standards are purchased from Ultra Scientific, Inorganic Ventures and High Purity. The LDR is determined as the highest concentration of standard in which the determined value is within 10% of the true value. [Linear Dynamic Range is not determined for Boron, Molybdenum or Tin. These elements are diluted if above the highest calibration standard concentration in any sample.](#)

- *LDR Standard I* is prepared by addition of 1 mL each of Pb, Co, and Ni at 1000 mg/L, volumized to 10 ml with 1% HNO₃ and 1.5% HCl. Final concentration 100mg/L.
- *LDR Standard II* is prepared by addition of 5 mL of mix QCS-19 and 0.5mL of Ba at 1000 mg/L, volumized to 10 mL with 1% HNO₃ and 1.5% HCl. Final concentration 50 mg/L.
- *LDR Standard III* is prepared by addition of 2.5 mL of mix QCS-19 and 0.25 mL of Ba at 1000 mg/L, volumized to 10 mL with 1% HNO₃ and 1.5% HCl. Final concentration 25 mg/L.
- *LDR Standard IV* is prepared by addition of 1.0 mL of mix QCS-19 and 0.1 mL of Ba at 1000 mg/L, volumized to 10 mL with 1% HNO₃ and 1.5% HCl. Final concentration 10mg/L.
- *LDR Standard V* is prepared by addition of 0.5 mL of mix QCS-19 and 0.05ml of Ba at 1000 mg/L, volumized to 10 mL with 1% HNO₃ and 1.5% HCl. Final concentration 5mg/L.
- *LDR Standard VI* is prepared by addition of 0.5 mL of Al and 0.5ml of Mg at 10,000 mg/L, volumized to 10 mL with 1% HNO₃ and 1.5% HCl. Final concentration 500mg/L.
- *LDR Standard VII* is prepared by addition of 0.5mL of Fe at 10,000 mg/L, volumized to 10 mL with 1% HNO₃ and 1.5% HCl. Final concentration 500mg/L.

- *LDR Standard VIII* is prepared by addition of 0.5 mL of Ca at 10,000 mg/L, volumized to 10 mL with 1% HNO₃ and 1.5% HCl. Final concentration 500mg/L.
- *LDR Standard IX* is prepared by addition of 0.5 mL of mix INFCS-5 (High Purity) and volumized to 10 mL with 1% HNO₃ and 1.5% HCl. Final concentration 250mg/L.

8. Procedure

8.1 The methods in SW-846 for sample digestion or preparation are as follows:

- 8.1.1 Method 3005, SOP No.100.0003, prepares ground water and surface water samples for total recoverable and dissolved metals determination by ICP. The unfiltered or filtered sample is heated with hydrochloric and nitric acids prior to metal determination.
- 8.1.2 Method 3010, SOP No.100.0003, prepares aqueous samples, mobility-procedure extracts and waste samples that contain suspended solids for total metal determination by ICP. The samples are vigorously digested with nitric acid followed by dilution with hydrochloric acid.
- 8.1.3 Method 3050, SOP No.100.0104, prepares solid waste samples for total metals determination by ICP. The samples are vigorously digested in nitric acid and hydrochloric acid.

8.2 The wavelengths and background correction locations in the reference method can be substituted if they can provide the needed sensitivity and are corrected for spectral interferences. The analyst should follow the instrument manufacturer's instructions, and if possible, approximate the recommended operating conditions.

For each analyte there are a number of possible wavelengths at which analyses could be made. The wavelengths used were selected based on consultations with the ICP specialists at Perkin-Elmer and our own experience.

8.3 Background correction factors are obtained by aspirating a concentrated solution, usually about 200-500ppm, of the interfering element, and measuring the resulting concentrations at the wavelength used. The background correction factors for that interfering element are obtained by dividing the measured concentrations by the actual concentration. For example: by aspirating a 500ppm solution of aluminum, one measures a cadmium concentration of 0.010ppm. The aluminum correction factor for cadmium is $(0.010)/500 = 0.000020$. This means that if the aluminum concentration in a sample is, say, 120ppm, one must subtract $120 \times 0.000020 = 0.0024\text{ppm}$ from the measured cadmium concentration in that sample.

- 8.4 Interelement Correction (IEC) factors are established for the major salts: aluminum, calcium, iron, magnesium, and also for chromium, copper, manganese, nickel, thallium, titanium and vanadium. Correction factors should not exceed 20% difference from the previous IEC values. IEC factors must be verified daily (when in use) and be updated every 6 months. Daily verification is performed using ICSA/ICSAB standards.
- 8.5 Linear Dynamic Range is established for each wavelength. Following instrument calibration, solutions with varying concentrations (**section 7.5.13**) of each analyte (LDR standards) are analyzed. The highest concentration, within $\pm 10\%$ of the true value, establishes the linear range. The upper range limits should be determined whenever there is a significant change in instrument response. At a minimum, the range should be checked every 6 months.
- 8.6 Allow the plasma to become thermally stable before beginning the analyses. This usually requires at least 30 minutes. If the plasma is (for whatever reason) extinguished and needs to be re-lit, subsequent re-stabilization of the plasma takes only 15 minutes provided the plasma is re-lit immediately after it is extinguished.
- 8.7 The nebulizer flow rate used is constant for all aqueous sample extracts and needs not be reset prior to analysis.
- 8.8 The instrument operating conditions finally selected as being optimum should provide the lowest reliable instrument detection limits (IDL). See **Section 10** for IDL calculation.
- 8.9 The calibration curve consists of a blank (S0) and at least 3 calibration standards. The low concentration calibration standard concentration is less than or equal to the reporting limit (RL=PQL or LOQ). Sample concentrations less than the lowest standard can only be reported after method modifications have taken place, or with estimated results flagging. The highest concentration must be within the instrument's linear dynamic range. The standards are run in a sequence from high concentration to low concentration.
- 8.10 The minimum correlation coefficient for the calibration curve is 0.998. If a correlation coefficient of less than 0.998 is obtained, the calibration must be repeated.
- 8.11 A mid-range ICV (Initial Calibration Verification) Standard from an independent source than the calibration standards) precedes the analysis of the samples. Recovery limits for the ICV are $\pm 10\%$ of the true value. If the ICV recoveries do not meet acceptance criteria, corrective action must be taken and/or the calibration must be repeated. An ICV can be reanalyzed only once prior to corrective action.
- 8.11.1 A low level ICV (not required to be second source) is run to verify the lower level of calibration. Recovery limits for the low level ICV are $\pm 30\%$ of the true value. The low level ICV is the same concentration as the reporting limit. If the low level ICV recoveries do not meet acceptance criteria, corrective action must

be taken and/or the calibration must be repeated. A low level ICV can be reanalyzed only once prior to corrective action.

- 8.12 A CCV (Continuing Calibration Verification Standard) is analyzed after at least every tenth sample and at the end of the sample run. Recovery limits for the CCV are $\pm 10\%$ and in the case of failure for a particular element, all samples following the last acceptable CCV must be reanalyzed for that element. A CCV can be reanalyzed only once prior to corrective action.
- 8.13 The ICB is analyzed after the ICV and is of the same source as the calibration blank. The CCB (Continuing Calibration Blank) is analyzed after each CCV. Concentrations of any analytes detected must not exceed the PQL or corrective action, such as a single reanalysis and evaluation, must be taken. If the ICB/CCB still fails, reanalysis of all samples since the last valid ICB/CCB for that element is required.

DoD QSM: The acceptable absolute value of the ICB and CCB must be $< \text{LOD}$.
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- 8.14 The ICS (ICSA and ICSAB) standards must be run at the beginning of each analytical run. [Additional analyses of the ICSA/ICSAB standard set during the analytical sequence are optional.](#)

- 8.14.1 The ICSA solution, containing the Al, Ca and Mg at 500mg/L, and Fe at 200mg/L, must be run at all wavelengths used for each analyte reported. The analytical results for those target analytes with PQLs $\leq 10\mu\text{g/L}$ shall fall within $\pm 2\text{x PQL}$ of the analyte's true value (the true value shall be zero unless otherwise stated). If the results for these analytes fall outside the $\pm 2\text{x PQL}$ window, check that the background correction factors are appropriate, and readjust if necessary. Recalibration may be necessary. For analytes with a PQL $> 10\mu\text{g/L}$, the ICSA results shall fall with \pm one PQL of the analytes true value (0).

DoD QSM: the absolute value of all non-spiked analytes $< \text{LOD}$ unless a verified trace impurity.

- 8.14.2 The ICSAB contains Al, Ca, Mg and Fe at the same concentrations as the ICSA as well as all other analytes of interest. Recovery limits for the ICSAB must be within $\pm 20\%$ of the true value. If the ICSAB recoveries do not meet acceptance criteria, corrective action must be taken. Check that the background correction factors are appropriate, and readjust if necessary. Recalibration may be necessary. If the ICSAB at the end of an analytical sequence fails for a particular element, all samples must be reanalyzed for that element.
- 8.15 After completion of the initial requirements of this method, samples should be analyzed in the same operational manner used in the calibration routine. A 60 second rinse (rinse solution: 1% HNO_3 and 1.5% HCl) is conducted between all sample solutions, quality control samples, method blanks, and standards.

Analytical Sequence: The following QC protocol should be employed.

1. Standard S0
2. Standard S1
3. Standard S2
4. Standard S3
5. mid-range ICV(second source)
6. ICB
7. low-level ICV (either source)
8. ICSA
9. ICSAB
10. Sample 1 to 8
11. CCV
12. CCB
13. Sample 9 to 16
14. ICSA*
15. ICSAB*
16. CCV
17. CCB

Note: * Optional analyses. If run, the ICSA and ICSAB sample count as analytical samples between CCV/CCBs.

Any deviations must be approved by the Inorganic Laboratory Manager or the Supervisor before they can be implemented.

All analyses are documented in the Instrument Run Log (**Attachment 4**).

9. Data Reduction and Calculations

- 9.1 Sample data should be reported in units of mg/L for aqueous samples and mg/Kg dry weight for solid samples. Results are reported to two or three significant figures.
- 9.2 For dissolved aqueous analytes, report the data generated directly from the instrument with allowance for sample dilution. Check off “DISS” in LIMS Analytical Sequence once uploaded, to identify the samples as dissolved metals. Do not report analyte concentrations below the reporting limit (RL), unless specifically requested by the client.
- 9.3 Soil concentrations are calculated using the equation below:

$$\text{Sample Conc. (mg/Kg)} = \frac{C \times V \times Df}{W}$$

Where: C = Concentration in extract (µg/L)
V = Volume of extract (L, 100mL = 0.1L)

Df = Dilution factor (undiluted =1)
W= Dry weight of sample aliquot extracted (g)

9.4 Recovery Calculations:

The recovery of a spiked analyte is calculated as follows:

$$\% \text{ Recovery } (\%R) = 100 \times (\text{SSR}-\text{SR}) / (\text{SA})$$

Where: SSR = spiked sample result
SR = sample concentration
SA = spike added

9.5 Relative Percent Difference Calculations:

The relative percent difference (RPD) between replicate determinations is calculated as follows:

$$RPD = \frac{D1 - D2}{(D1 + D2) / 2} \times 100\%$$

Where: RPD = relative percent difference
D1 = first sample value
D2 = second sample value (replicate)

10. Quality Assurance/Quality Control

- 10.1 Personnel - Use of this method is restricted to analysts who are knowledgeable in the operation of this instrumentation and have performed a proficiency test with acceptable accuracy and precision results.
- 10.2 Method blanks - A preparation blank is prepped and analyzed with every batch not to exceed 20 samples. Method blank concentration must be less than or equal to reporting limits unless the sample concentration is at least 10 times greater than the blank concentration or less than reporting limits. Corrective action for method blank contamination involves determining the source of the contamination and re-prepping the affected samples in the batch. The analyst may rerun the method blank once as the first step of corrective action.

DoD QSM -Method blank concentrations must be less than or equal to one-half the reporting limit <u>(or no greater than 1/10th the amount in any associated sample)</u> . For common contamination analytes, method blank concentration must be less than or equal
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the reporting limit. Absolute value for negative blanks must be <LOD. Reprep all associated samples that are >LOD and <10X the contaminated MB concentration.

10.3 Calibration verification –

10.3.1 The mid-range ICV analyzed immediately after standards must be within $\pm 10\%$ of the true value. The ICV is an independent source standard purchased from a different vendor than the calibration standards.

10.3.1.1 Method 6010C recommends an additional calibration verification using a low-level ICV with 70-130% criteria, however only the mid-range ICV is required to be from an independent source. In lieu of a second analysis, the response from the S3 standard can be entered back into the curve for verification.

10.3.2 The CCV is analyzed a minimum of every 10 samples in the analysis and at the end of the analytical sequence. If the closing CCV does not meet the criteria, the CCV and all analyses from the opening CCV must be re-analyzed after the problem has been eliminated.

10.3.3 The ICV and CCV analyses are followed by the ICB and CCB analyses, respectively. The ICV and CCV must pass the $\pm 10\%$ criteria or be re-analyzed.

10.4 Use of all standards made from a primary standard must not exceed the primary standard's expiration date.

10.5 Matrix spike (MS) samples - A matrix spike is processed with each batch of samples. Spike recoveries must be within 75-125% of the expected value. If the native sample results exceed 4x the spike added, no further action is needed. Note in narrative. Unless superseded by project requirements, it is not necessary to spike Na, K, Ca, and Mg for waters; or Na, K, Ca, Mg, Fe, Al and Mn for soil.

DoD QSM: Spike recoveries must be within 80-120%. Precision requirements are $\leq 20\%$ RPD for both aqueous and soil matrices. There is no corrective action for MS recoveries outside the acceptance range other than data qualification.

10.6 Matrix Duplicate (DUP) or matrix spike duplicate (MSD) samples (Both options are allowed in method SW6010) - Duplicates are prepped and analyzed with every batch not to exceed 20 samples. Relative Percent Difference (RPD) is calculated for the results of duplicate samples.

10.6.1 A limit of 20% RPD shall be used for sample values greater than 5x the PQL.

10.6.2 A control limit of (+) the PQL level must be used if either the sample or the duplicate value is less than 5x PQL.

10.6.3 If one result is above 5x PQL and one below, use the \pm PQL criteria.

10.6.4 If both values are below the PQL, no RPD is calculated.

DoD QSM- DUP precision is evaluated for all analytes. Precision requirements are ≤ 20 % RPD for both water and soil. There is no corrective action for MS/MD precision outside the acceptance range other than data qualification.

10.7 Laboratory Control Sample (LCS) - is prepped with a minimum of every 20 samples of the same matrix.

10.7.1 For an aqueous LCS sample, mixed standards are spiked into a beaker of DI water resulting in concentrations approximately $\frac{1}{2}$ the concentration of the high calibration standard and prepped as an aqueous sample. Recoveries must be within the established control limits. The ID of the aqueous LCS sample is LCSW.

10.7.2 For soils, approximately 1g of Teflon Chips (Chemware Ultra-pure PTFE boiling stones, acid washed) may be used to simulate solid matrix is spiked with standards at the approximate mid-point of the calibration curve. The LCS is then prepped as a soil. The ID for the solid LCS sample is LCSS.

DoD QSM –The acceptance range for both water and soil is 80-120% except silver which has a 75-120% range for soils. When Mitkem in-house LCS limit fall within DoD limit, in-house limits may be reported. If Mitkem in-house limits are wider than DoD limits, the 80-120 % limits must be used.

Laboratory control sample acceptance limits are based on control charts, which are established at Mitkem. These are referred to as in-house limits. Mitkem may also adopt limits from outside agencies when necessary.

10.8 The lower limit of quantitation check (LLQC) sample should be analyzed after establishing the laboratory reporting limits (PQL/LOQ) and on an as-needed basis to demonstrate the desired detection capability. This check sample and the low-level calibration verification standard will be prepared at the same concentrations with the only difference being the LLQC sample is carried through the entire preparation and analytical procedure. PQL/LOQs are verified when all analytes in the LLQC sample are detected within $\pm 30\%$ of their true values.

10.9 Post digestion spike (PDS) addition - An analyte spike added to a portion of the sample digestate. A PDS is analyzed with each preparation batch of samples (PDS spiking of the same sample as used for matrix spiking is recommended) and is suggested when a new or unusual matrix is encountered within a batch. The acceptance criteria for PDS are 80-120%. The PDS is spiked at the same concentrations as the matrix spike. The PDS

concentration should be >10 times the PQL, but < 100 times. If the PDS is not recovered within the specified limits, a matrix effect is confirmed.

DoD QSM: A PDS is required when the serial dilution test fails. In addition, a PDS is recommended for projects where all samples are below 50X LOD. The acceptance window is 75-125%.

Corrective action should be taken if the spike concentration is at least 2x the native sample concentration:

- (a) If the MS fails for any analyte but the PDS passes, the sample may be redigested and analyzed, except when low MS recovery can be explained as a historically poor performer (example: Antimony (Sb) for soils) in that matrix. In these instances the analyst may want to discuss the outliers with the project manager or department supervisor. When re-digestion is warranted, and the MS fails in the re-digestate, a matrix issue is confirmed. If the MS passes for the re-digestate, the initial results were due to human error during digestion or spiking.
- (b) If both the MS and PDS fail, the laboratory will perform a dilution test, or may make a reasonable effort to address the matrix interference by performing the method of standard additions (MSA) or internal standard addition.

10.10 Dilution test (Serial Dilution) – should be performed with each preparation batch. If the analyte concentration is sufficiently high (minimally, a factor of 10 above the MDL), an analysis of a 5X dilution should agree within $\pm 10\%$ of the original determination. If not, a chemical or physical interference effect is confirmed. A serial dilution should be run whenever the PDS fails, to confirm matrix effect.

DoD QSM: A Serial Dilution is required once per preparation batch. If the SD fails, a PDS must be run. If original sample is at least 50XLOQ, 5X dilution must agree within $\pm 10\%$. Flag outliers.

As a general rule, Mitkem performs a PDS and SD with each preparation batch of samples.

10.11 Instrument detection limits (IDLs) are established at the time the instrument is set up and every six months thereafter. Ten solutions of diluted acid (1% HNO₃ and 1.5% HCl) are analyzed on three non-consecutive days. The IDL for a particular element is three times the average standard deviation of the measured concentration for that element.

DoD QSM: IDLs are established at the time the instrument is set up and whenever significant changes are made. IDLs must be < LOD.

10.12 Method detection limits (MDLs) are established at the time the instrument is set up and whenever significant changes are made. They are verified annually or more often as

[required by specific programs](#). The MDL is obtained by multiplying the standard deviation of seven analyses by the appropriate one-sided 99% t-statistic. The value of this statistic equals 3.143 if the number of analyses is seven. The concentration of the analyte in the analyzed solution should be between three to five times the calculated MDL. An MDL verification check is performed immediately following the MDL study. The MDL verification check sample is spiked at approximately 1-4 times the current MDL and prepared as if it were a sample. Mandatory MDL determination has been removed from the SW846 6010C method however until regulatory agencies are in agreement, Mitkem will continue to perform MDL studies [and/or quarterly LOD checks](#). The MDL verification check is used to establish the DoD LOD [concentration](#). The LOD is verified quarterly on all instruments by matrix.

- 10.13 Sample Dilutions: When analytes exceed the established linear dynamic range, the sample must be diluted sufficiently to bring those elements into the linear range. The dilution factor (Df) must be integrated into the final concentration calculation.

11. Data Validation and Reporting

- 11.1 All raw data, including calibrations, QC results, and sample results, are peer reviewed for technical accuracy and completeness. Sample preparation logs, notebooks, and instrument logs are reviewed and signed daily by the supervisor. The laboratory manager reviews 100% of the data prior to report generation. The QA Director or designee randomly reviews 10% of the data reported by the laboratory. Refer to Section 11 of the QAP for details.
- 11.2 Electronic files are validated by the analyst and transferred to the report generation group via the LIMS. Once data is in LIMS it is reviewed and validated again by the supervisor or his/her designee. The data are then locked and forms may be generated.
- 11.3 Reports are generated by the reporting group in conjunction with the metals lab. The data submitted for report preparation is dependent on project requirements.

12. Corrective Action Procedures

- 12.1 Corrective action to be implemented in the event QC results are outside of the acceptance range is covered in **Section 10**.
- 12.2 Corrective action reports (CARs) are initiated through the LIMS in the event of an out-of-control situation that cannot be corrected by the analyst. The procedure for initiating a CAR for the purpose of identifying the appropriate corrective action is covered in SOP No. 80.0007.

13. Health and Safety

- 13.1 The toxicity or carcinogenicity of each reagent used in the method has not been fully established. However, each chemical should be regarded as a potential health hazard,

and exposure to these compounds should be as low as reasonably achievable. A reference file of material safety data sheets (MSDS) is available to all laboratory personnel on the bookcase between the GC/MS and OPrep labs. In addition, laboratory personnel should follow the precautions outlined in the laboratory's Health and Safety Plan, and have read the Mitkem Contingency Plan.

In general, use gloves, a lab coat, and goggles when handling these reagents and work under a hood whenever possible.

- 13.2 Concentrated nitric and hydrochloric acids are moderately toxic and extremely irritating to skin and mucus membranes. Always wear safety goggles or a face shield for eye protection when working with acids. If eye or skin contact occurs, flush with large volumes of water.
- 13.3 Many metal salts are extremely toxic if inhaled or swallowed. Use good housekeeping practices in areas where metal salts are being used and wash hands thoroughly after handling.
- 13.4 Inductively coupled plasma sources emit radio frequency radiation and intense UV radiation.
- 13.5 Basic good housekeeping practices such as wiping up spills immediately and regularly cleaning counters and hoods will help reduce the potential for cross-contamination and create a safe working environment.

14. Pollution Prevention, Waste Management, Definitions and Acronyms

[See sections 19.0 \(Waste Management\) and 20.0 \(Definitions, Acronyms, and Abbreviations\) of the current Quality Assurance Plan.](#)

15. References

Fassel, V.A. et al. Simultaneous Determination of wear metals in lubricating oils by Inductively-Coupled Plasma Atomic Emission Spectrometry . Anal. Chem. 48: 516-519, 1976.

Patel, B.K.; Raab, G.A.; et al. Report on a single laboratory evaluation of Inductively coupled optical emission Method 6010; EPA contract No. 68-03-3050, December 1984.

U.S. Environmental Protection Agency. *Inductively Coupled Plasma Atomic Emission Spectroscopy* Method 6010C, SW-846 test methods for evaluating solids waste, Revision 3, Final Update IV, February 2007.

U.S. Environmental Protection Agency. Inductively Coupled Plasma-

Atomic Emission Spectrometry Method for the Analysis of Waters and solids, EMMC, July 1992.

Fassel, V.A. et al. Simultaneous Determination of wear metals in lubricating oils by Inductively-Coupled Plasma Atomic Emission Spectrometry . Anal. Chem. 48: 516-519, 1976.

Winge, R.K. et.al. Inductively Coupled Plasma- Atomic Emission Spectroscopy: An Atlas of spectral Information, Physical Science Data 20. Elsevier Science Publishing, New York, 1985.

Department of Defense Quality Systems Manual for Environmental Laboratories, Version 4.1 April 2009 [or current version](#).

Attachments:

1. **Attachment 1:** Analytes of Interest (Table 1 from SW-846 6010C)
2. **Attachment 2:** DoD current QSM QC Requirements.
3. **Attachment 3:** [Concentrations of Calibration Standards and QC Samples](#)
4. **Attachment 4:** Instrument Run Logbook

Attachment 1

Analytes of Interest

TABLE 1

RECOMMENDED WAVELENGTHS AND ESTIMATED INSTRUMENTAL DETECTION LIMITS

Element	Wavelength ^a (nm)	Estimated IDL ^b (µg/L)
Aluminum	308.215	30
Antimony	206.833	21
Arsenic	193.696	35
Barium	455.403	0.87
Beryllium	313.042	0.18
Boron	249.678 x2	3.8
Cadmium	226.502	2.3
Calcium	317.933	6.7
Chromium	267.716	4.7
Cobalt	228.616	4.7
Copper	324.754	3.6
Iron	259.940	4.1
Lead	220.353	28
Lithium	670.784	2.8
Magnesium	279.079	20
Manganese	257.610	0.93
Mercury	194.227 x2	17
Molybdenum	202.030	5.3
Nickel	231.604 x2	10
Phosphorus	213.618	51
Potassium	766.491	See note c
Selenium	196.026	50
Silica (SiO ₂)	251.611	17
Silver	328.068	4.7
Sodium	588.995	19
Strontium	407.771	0.28
Thallium	190.864	27
Tin	189.980 x2	17
Titanium	334.941	5.0
Vanadium	292.402	5.0
Zinc	213.856 x2	1.2

TABLE 1
(continued)

- ^a The wavelengths listed (where x2 indicates second order) are recommended because of their sensitivity. Other wavelengths may be substituted (e.g., in the case of an interference) if they provide the needed sensitivity and are treated with the same corrective techniques for spectral interference.
- ^b The estimated instrumental detection limits shown are provided for illustrative purposes only. Each laboratory must determine IDLs and MDLs, as necessary, for their specific application of the method. These IDLs represent radial plasma data and axial plasma IDLs may be lower.
- ^c Highly dependent on operating conditions and plasma position.

Attachment 2: DoD QC Requirements

Table F-7. Inorganic Analysis by Inductively Coupled Plasma (ICP) Atomic Emission Spectrometry and Atomic Absorption Spectrophotometry (AA) (Methods 6010 and 7000 Series)

QC Check	Minimum Frequency	Acceptance Criteria	Corrective Action	Flagging Criteria	Comments
Demonstrate acceptable analytical capability	Prior to using any test method and at any time there is a significant change in instrument type, personnel, test method, or sample matrix.	QC acceptance criteria published by DoD, if available; otherwise, method-specified criteria.	Recalculate results; locate and fix problem, then rerun those analytes that did not meet criteria (see Section C.1.f).	NA.	This is a demonstration of analytical ability to generate acceptable precision and bias per the procedure in Appendix C. No analysis shall be allowed by analyst until successful demonstration of capability is complete.
LOD determination and verification (See Box D-13)					
LOQ establishment and verification (See Box D-14)					
Instrument detection limit (IDL) study (ICP only)	At initial set-up and after significant change in instrument type, personnel, test method, or sample matrix.	IDLs shall be \leq LOD.	NA.	NA.	Samples may not be analyzed without a valid IDL.
Linear dynamic range or high-level check standard (ICP only)	Every 6 months.	Within \pm 10% of true value.	NA.	NA.	

QC Check	Minimum Frequency	Acceptance Criteria	Corrective Action	Flagging Criteria	Comments
Initial calibration (ICAL) for all analytes ICP: minimum one high standard and a calibration blank; GFAA: minimum three standards and a calibration blank; CVAA: minimum 5 standards and a calibration blank	Daily ICAL prior to sample analysis.	If more than one calibration standard is used, $r \geq 0.995$.	Correct problem, then repeat ICAL.	Flagging criteria are not appropriate.	Problem must be corrected. No samples may be run until ICAL has passed.
Second source calibration verification (ICV)	Once after each ICAL, prior to beginning a sample run.	Value of second source for all analyte(s) within $\pm 10\%$ of true value.	Correct problem and verify second source standard. Rerun ICV. If that fails, correct problem and repeat ICAL.	Flagging criteria are not appropriate.	Problem must be corrected. No samples may be run until calibration has been verified.
Continuing calibration verification (CCV)	After every 10 field samples and at the end of the analysis sequence.	ICP: within $\pm 10\%$ of true value; GFAA: within $\pm 20\%$ of true value; CVAA: within $\pm 20\%$ of true value.	Correct problem, rerun calibration verification. If that fails, then repeat ICAL. Reanalyze all samples since the last successful calibration verification.	If reanalysis cannot be performed, data must be qualified and explained in the case narrative. Apply Q-flag to all results for the specific analyte(s) in all samples since the last acceptable calibration verification.	Problem must be corrected. Results may not be reported without a valid CCV. Flagging is only appropriate in cases where the samples cannot be reanalyzed.
Low-level calibration check standard (ICP only)	Daily, after one-point ICAL.	Within $\pm 20\%$ of true value.	Correct problem, then reanalyze.	Flagging criteria are not appropriate.	No samples may be analyzed without a valid low-level calibration check standard. Low-level calibration check standard should be less than or equal to the reporting limit.

Table F-7. Inorganic Analysis by Inductively Coupled Plasma (ICP) Atomic Emission Spectrometry and Atomic Absorption Spectrophotometry (AA) (Methods 6010 and 7000 Series) (continued)

QC Check	Minimum Frequency	Acceptance Criteria	Corrective Action	Flagging Criteria	Comments
Method blank	One per preparatory batch.	No analytes detected > $\frac{1}{2}$ RL and greater than 1/10 the amount measured in any sample or 1/10 the regulatory limit (whichever is greater). Blank result must not otherwise affect sample results. For common laboratory contaminants, no analytes detected > RL (see Box D-1).	Correct problem, then see criteria in Box D-1. If required, reprep and reanalyze method blank and all samples processed with the contaminated blank.	If reanalysis cannot be performed, data must be qualified and explained in the case narrative. Apply B-flag to all results for the specific analyte(s) in all samples in the associated preparatory batch.	Problem must be corrected. Results may not be reported without a valid method blank. Flagging is only appropriate in cases where the samples cannot be reanalyzed.
Calibration blank	Before beginning a sample run, after every 10 samples, and at end of the analysis sequence.	No analytes detected > LOD.	Correct problem. Re-prep and reanalyze calibration blank. All samples following the last acceptable calibration blank must be reanalyzed.	Apply B-flag to all results for specific analyte(s) in all samples associated with the blank.	
Interference check solutions (ICS) (ICP only)	At the beginning of an analytical run.	ICS-A: Absolute value of concentration for all non-spiked analytes < LOD (unless they are a verified trace impurity from one of the spiked analytes); ICS-AB: Within $\pm 20\%$ of true value.	Terminate analysis; locate and correct problem; reanalyze ICS, reanalyze all samples.	If corrective action fails, apply Q-flag to all results for specific analyte(s) in all samples associated with the ICS.	
LCS containing all analytes to be reported	One per preparatory batch.	QC acceptance criteria specified by DoD, if available; see Box D-3 and Appendix G.	Correct problem, then reprep and reanalyze the LCS and all samples in the associated preparatory batch for failed analytes, if sufficient sample material is available (see full explanation in Appendix G).	If reanalysis cannot be performed, data must be qualified and explained in the case narrative. Apply Q-flag to specific analyte(s) in all samples in the associated preparatory batch.	Problem must be corrected. Results may not be reported without a valid LCS. Flagging is only appropriate in cases where the samples cannot be reanalyzed.

Table F-7. Inorganic Analysis by Inductively Coupled Plasma (ICP) Atomic Emission Spectrometry and Atomic Absorption Spectrophotometry (AA) (Methods 6010 and 7000 Series) (continued)

QC Check	Minimum Frequency	Acceptance Criteria	Corrective Action	Flagging Criteria	Comments
Matrix spike (MS)	One per preparatory batch per matrix (see Box D-7).	For matrix evaluation, use QC acceptance criteria specified by DoD for LCS.	Examine the project-specific DQOs. If the matrix spike falls outside of DoD criteria, additional quality control tests are required to evaluate matrix effects.	For the specific analyte(s) in the parent sample, apply J-flag if acceptance criteria are not met.	For matrix evaluation only. If MS results are outside the LCS limits, the data shall be evaluated to determine the source of difference and to determine if there is a matrix effect or analytical error.
Matrix spike (MSD) or duplicate sample duplicate	One per preparatory batch per matrix (see Box D-7).	MSD: For matrix evaluation use QC acceptance criteria specified by DoD for LCS. MSD or sample duplicate: RPD \leq 20% (between MS and MSD or sample and sample duplicate).	Examine the project-specific DQOs. Contact the client as to additional measures to be taken.	For the specific analyte(s) in the parent sample, apply J-flag if acceptance criteria are not met.	The data shall be evaluated to determine the source of difference.
Dilution test (ICP and GFAA only)	One per preparatory batch.	Five-fold dilution must agree within \pm 10% of the original measurement.	ICP: Perform post-digestion spike (PDS) addition; GFAA: Perform recovery test.	Flagging criteria are not appropriate.	Only applicable for samples with concentrations $> 50 \times$ LOQ.
Post-digestion spike (PDS) addition (ICP only)	When dilution test fails or analyte concentration in all samples $< 50 \times$ LOD.	Recovery within 75-125% (see Table B-1).	Run all associated samples in the preparatory batch by method of standard additions (MSA) or see flagging criteria.	For the specific analyte(s) in the parent sample, apply J-flag if acceptance criteria are not met.	Spike addition should produce a concentration of $10 - 100 \times$ LOQ.
Recovery test (GFAA only)	When dilution test fails or analyte concentration in all samples $< 25 \times$ LOD.	Recovery within 85-115%.	Run all associated samples in the preparatory batch by method of standard additions (MSA) or see flagging criteria.	For the specific analyte(s) in the parent sample, apply J-flag if acceptance criteria are not met.	
Method of standard additions (MSA)	When matrix interference is confirmed.	NA.	NA.	NA.	Document use of MSA in the case narrative.
Results reported between DL and LOQ	NA.	NA.	NA.	Apply J-flag to all results between DL and LOQ.	

**Table G-18. LCS Control Limits for Metals SW-846
Methods 6010 and 7470 Water Matrix¹⁹**

Analyte	Mean	Standard Deviation	Lower Control Limit	Upper Control Limit	Lower ME Limit	Upper ME Limit
Aluminum	97	5	80	120	80	120
Antimony	98	4	80	120	80	120
Arsenic	98	4	80	120	80	120
Barium	99	4	80	120	80	120
Beryllium	99	4	80	120	80	120
Cadmium	100	4	80	120	80	120
Calcium	98	4	80	120	80	120
Chromium	100	4	80	120	80	120
Cobalt	99	3	80	120	80	120
Copper	99	3	80	120	80	120
Iron	102	4	80	120	80	120
Lead	99	4	80	120	80	120
Magnesium	98	4	80	120	80	120
Manganese	100	4	80	120	80	120
Mercury	100	5	80	120	No ME	No ME
Molybdenum	95	5	80	120	75	120
Nickel	100	4	80	120	80	120
Potassium	98	4	80	120	80	120
Selenium	98	6	80	120	75	120
Silver	97	5	80	120	75	120
Sodium	99	4	80	120	80	120
Thallium	97	4	80	120	80	120
Vanadium	99	4	80	120	80	120
Zinc	100	4	80	120	80	120

¹⁹ The as-generated limits have been adjusted to reflect Method requirements and acceptable calibration uncertainty. A number of sporadic marginal exceedances of the control limits are allowed for Method 6010, depending on the number of analytes spiked in the LCS. Refer to section G.2 and Table G-1 for guidance on the appropriate application of control and ME limits.

Table G-19. LCS Control Limits for Metals SW-846 Methods 6010 and 7471 Solid Matrix²⁰

Analyte	Mean	Standard Deviation	Lower Control Limit	Upper Control Limit	Lower ME Limit	Upper ME Limit
Aluminum	95	5	80	120	75	120
Antimony	96	5	80	120	75	120
Arsenic	95	4	80	120	80	120
Barium	98	3	80	120	80	120
Beryllium	99	4	80	120	80	120
Cadmium	97	4	80	120	80	120
Calcium	97	4	80	120	80	120
Chromium	99	5	80	120	80	120
Cobalt	98	4	80	120	80	120
Copper	97	3	80	120	80	120
Iron	100	4	80	120	80	120
Lead	95	4	80	120	80	120
Magnesium	96	3	80	120	80	120
Manganese	97	4	80	120	80	120
Mercury	100	6	80	120	No ME	No ME
Molybdenum	96	5	80	120	75	120
Nickel	97	4	80	120	80	120
Potassium	96	4	80	120	80	120
Selenium	93	4	80	120	75	120
Silver	96	7	75	120	70	125
Sodium	96	4	80	120	80	120
Thallium	94	4	80	120	80	120
Vanadium	99	3	80	120	80	120
Zinc	95	5	80	120	75	120

²⁰ The as-generated limits have been adjusted to reflect Method requirements and acceptable calibration uncertainty. A number of sporadic marginal exceedances of the control limits are allowed for Method 6010, depending on the number of analytes spiked in the LCS. Refer to section G.2 and Table G-1 for guidance on the appropriate application of control and ME limits.

Attachment 3:

Concentrations of Calibration Standards and QC Samples (ug/L)

ELEMENT	S1	S2/CCV	S3	ICSA	ICSB	ICV	LCS
Aluminum	20000	10000	200	500000	500000	10000	9100
Antimony	1000	500	10	0	600	500	455
Arsenic	1000	500	10	0	100	500	455
Barium	20000	10000	200	0	500	10000	9100
Beryllium	500	250	5	0	500	250	227
Cadmium	500	250	5	0	1000	250	227
Calcium	50000	25000	500	500000	500000	25000	22700
Chromium	2000	1000	20	0	500	1000	910
Cobalt	5000	2500	50	0	500	2500	2270
Copper	2500	1250	25	0	500	1250	1130
Iron	10000	5000	100	200000	200000	5000	4550
Lead	1000	500	10	0	500	500	455
Magnesium	50000	25000	500	500000	500000	25000	22700
Manganese	5000	2500	50	0	500	2500	2270
Nickel	5000	2500	50	0	1000	2500	2270
Potassium	50000	25000	500	0	25000	25000	22700
Selenium	1000	500	10	0	500	500	455
Silver	2500	1250	25	0	200	1250	1130
Sodium	50000	25000	500	0	25000	25000	22700
Thallium	1000	500	10	0	100	500	455
Vanadium	5000	2500	50	0	500	2500	2270
Zinc	5000	2500	50	0	1000	2500	2270
Boron	5000	2500	50	0	0	2500	2250
Molybdenum	2000	1000	20	0	0	1000	0
Tin	10000	5000	100	0	0	5000	900

Attachment 4:
Instrument Run Logbook

MITKEM LABORATORIES				SAMPLE RUN LOG: ICAP/3100XL				Date:		Analyst:	
LAB ID: OPT2											
POS	Lab ID	POS	Lab ID	POS	Lab ID	POS	Lab ID	POS	Lab ID	POS	Lab ID
1		21		41		61		81			
2		22		42		62		82			
3		23		43		63		83			
4		24		44		64		84			
5		25		45		65		85			
6		26		46		66		86			
7		27		47		67		87			
8		28		48		68		88			
9		29		49		69		89			
10		30		50		70		90			
11		31		51		71		91			
12		32		52		72		92			
13		33		53		73		93			
14		34		54		74		94			
15		35		55		75		95			
16		36		56		76		96			
17		37		57		77		97			
18		38		58		78		98			
19		39		59		79		99			
20		40		60		80		100			
Comments:											

HNO3:

STANDARD:

HCL:

ICV/CCV:

Mixed Acid:

LLIGV/CRI:

ICSA/ICSAB: